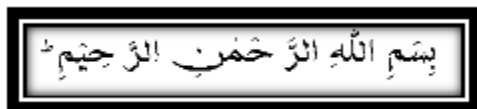


# Majlis Ansārullāh USA

Sadr: Dr. Wajeeh Bajwa

<http://www.ansarusa.org>

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## Aims and Objectives

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

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# Foreword

Dear Ansār Officers

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

This hand book contains plans devised by each Qā'id for his respective department, the development of which required considerable time and effort. Each plan offers the basic guideline to be followed for various departments. I hope and pray that all Zu'ama will do their best to ensure that each plan presented in this handbook is fully executed and implemented. This is a task that demands dedicated effort from both the office holders and the members. It is a task that can be completed easily with Almighty Allah's help as long as spirituality, taqwa and prayers are the starting points.

The Promised Messiah (peace be upon him) said, 'lose yourself in the God Who grants all the blessings and Who accepts prayers.' This alone is the formula which has always come in useful for believers. Spirituality and taqwa are very important for believers. Verbal professing of faith is not enough. This does not bring about man's salvation. Rather, salvation comes with God's grace and by putting His teaching in practice. The fundamental lesson of religion is to make a connection with God. With this being the objective, it is the task of an honest person to search for God and put His commandments in practice. Almighty Allah does not like that the *Jamā'at* that is destined to become a model for mankind should adopt ways which are not the ways of righteousness. We, the Ansār, must always take the lead in this and be at the absolute forefront of spiritual combat.

Hadrat Mu'adh Bin Jabal (may Allah be pleased with him) relates that the Holy Prophet (peace and blessings of Allah be upon him) said:

'Combat is of two types: One that is waged for the pleasure of Allah under the leadership of an *Imam* [divinely guided leader]. A person engaged in such combat spends his best property in the way of Allah, is comforting to his companions, and avoids mischief. For such a person, everything—his sleeping and waking time—earns merit in the sight of Allah.

And there is another who engages in combat for pride, ostentation, and to talk about his valor. He disobeys the *Imam* and creates mischief in the earth. Such a one can never equal the first one in rank.' (*Sunano Abi Dawud*, Kitab-ul-Jihad, Babu fiman yaghzu wa yaltamis-ud-Dunya-ud-Dunya)

With their pious example and good behavior, Ansār members must prove that they have adopted the right path and belong with the first group mentioned above.

It is my hope and my prayer that implementation of the tools provided in this handbook will add a positive contribution to our ongoing spiritual combat to win Almighty Allah's pleasure and to achieve nearness to Him through sincere adoption of righteousness, Amīn.

Dr. Wajeeh Bajwa  
Sadr

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## Ansār Pledge

Say this part three times:

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

*ash hado • al-laa ilaaha • il-lallaaho • wahdahoo •  
laa shareekalahoo • wa ash hado • anna  
Muhammadan • ‘abdohoo • wa rasooloh*

Say this part once:

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

Say this part once:

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

Notes:

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

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## Key Goals and Objectives – 2011

Maintain 90% participation in online reporting by Zu'ama	Qā'id Umumi
Encourage Ansār to offer prayers at Mosques. Increase number by 5% (where applicable)	Qā'id Moral Training
Distribute at least 200,000 Muslim for Peace flyers	Qā'id Tablīgh
Increase attendance in meetings by at least 10% where member's attendance in meetings is below 30%.	Nā'ib Sadr Awwal
Achieve 30% participation of Ansār in educational tests	Qā'id Education
Initiate and sustain at least one social service activity in each Majlis	Qā'id Social Services
Streamline financial processes and track the individual Ansār budget and Chanda payments.	Qā'id Māl
Increase number of Majālis holding Ta'līmul Qar'ān classes to 70%	Qā'id Ta'līmul Qar'ān
Contact all Nau Muba'i'in at least six (6) times during the year	Qā'id Training of New Members
Increase number of participants in Tahrīk Jadīd and Waqf Jadīd schemes by at least 5% than last year	Respective Qā'ideen
To call 5-6 Zu'ama each month to ask them to update their Tajnid.	Qā'id Membership
Complete the review of the translation of Sabilur-Rashad Vol. 2	Qā'id Publication
To have at least 30% of the Ansar to do exercise regularly (at least 3 times a week)	Health
To train all Majālis to have proper book keeping	Auditor
Visit each Majlis in the region	Nāzimeen

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## Mission Statement

فَاسْتَبِقُوا الْخَيْرَاتِ

fastabiqul-khairāt

... Excel one another in  
good works

(The Holy Qur'ān 2:149)

# Ansār Local Calendar 2011

## Local Events and Action Items

Monthly Report from each Majlis is due by the 7<sup>th</sup> of every month (responsible: Za'im)

Date	Day	Majlis Ansārullāh Local / Regional Event
Jan 22-23	Sat – Sun	Ansār Leadership Conference (at Miami Mosque, FL)
March 1-31		1. Ansār Chanda Collection month 2. Tahrīk Jadīd & Waqf Jadīd Pledges collection month
Mar 21-27	Mon – Sun	Moral Training Week
April/May/June	Sat – Sun	Local/Regional Ijtimā' (Local Ijtimā': instead of the monthly meeting)
June 30	Thu	Deadline to submit Education Exam I
July 9	Sat	1. <b>Deadline to submit <u>nominations</u> for Sadr and Nā'ib Sadr Saf Dom</b> 2. <b>Deadline to submit Shūrā Representative election results and Shura proposals.</b> 3. <b>Deadline to submit Budget for 2012</b>
August 1-31		Ansār Chanda Collection month
Sep 4-11	Sun – Sun	Tahrīk Jadīd Week – Collections
Sep 30	Fri	<b>Deadline to submit:</b> 1. <b>2<sup>nd</sup> round election results for Sadr and Nā'ib Sadr Saf Dom</b> 2. <b>Finance Report for recognition at Ijtimā'</b>
Oct 7 to Oct 9	Fri-Sun	National Ijtimā', Baitur Rahman Mosque, Silver Spring MD
Oct 15 – Dec 4	Sat – Sun	<b>Hold election for Za'im (Term 2012-2013)</b>
Nov 13-20	Sun – Sun	Waqf Jadīd Week – Collections
December 18	Sun	Deadline to submit Election Results for Local Za'im
December 31	Sat	Deadline to submit Ta'īm Exam II
Jan 21-22, 2012	Sat – Sun	Ansār Leadership Conference (Houston)

### Other Important dates:

- US Jalsa Salana (Annual Convention) – 6/24-26/2011
- Ramadan – 8/1 – 8/29, 2011
- Eidul Fitr – Tue, 8/30/2011
- Eidul Adha – Fri, 11/6/2011

## Ansār National Calendar 2011 National ‘Āmila Events & Meetings

Monthly report for each region (by Nāzim) is due by the 12<sup>th</sup> and  
Report by each Qā’id is due by the 20<sup>th</sup> of every month

Date	Day	Event
Jan 21-23	Fri – Sun	National ‘Āmila Meeting and ALC (at Miami Mosque, FL)
Mar 7	Mon	National ‘Āmila Teleconference 9:00 PM – 10:30 PM ET
April 1	Fri	Send Instructions to Zu’ama for 2011 Budget, Shūrā/Sadr election & Proposals
April 11	Mon	Nāzimeen Teleconference 9:00 PM – 10:30 PM ET
May 1	Sun	Reminder to Zu’ama for 2011 Budget, Shūrā/Sadr election, Shūrā Proposals, and Za’im Elections
May 14	Sat	National ‘Āmila Meeting (9AM-5PM Local Time) - Progress Review (Boston)
June 1	Wed	Reminder about Alam In’ami for Jalsa
June 1	Wed	Final Reminder to Zu’ama for 2011 Budget, Shūrā/Sadr election, and Shūrā Proposals
July 12	Tue	Submit names of Sadr and Nā’ib Sadr Saf Dom nominees for Chanda status
July 30	Sat	National ‘Āmila Meeting (9 AM – 5 PM Local Time) – Shūrā & Ijtimā’ Preparation and Sadr/ Nā’ib Sadr Saf Dom nominations discussion (Austin)
Sep 19	Mon	National ‘Āmila (including Nāzimeen) Teleconference 9:00 PM – 10:30 PM ET – Progress Reports
Oct 7-9	Fri – Sun	Ijtimā’ and Shūrā at Baitur Rahman Mosque, Silver Spring, MD
Oct 14	Fri	Final Reminder to hold election for Za’im (Term 2012-2013)
Dec 5	Mon	National ‘Āmila and Nāzimeen Teleconference 9:00 PM – 10:30 PM ET
Dec 15	Thu	Submit 2011 Majlis evaluation points to Qā’id Umumi
Jan 20-22, 2012	Fri – Sun	Meeting (9 AM – 5 PM local Time) - Planning meeting for 2012 Ansār Leadership Conference (ALC) (Houston)

## Contact Information

### National ‘Āmila of Majlis Ansārullāh USA

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

<http://ansarusa.org/1/node/28> (password required)

No	NAME	OFFICE	TEL (H)	CELL
1	Wajeeh Bajwa	Sadr	(352) 505-6205	(919) 632-9567
2	Khaled A. Ata	Nā’ib Sadr Awwal	(301) 560-2300	(301) 275-9535
3	Naseem Ahmed Waseem	Nā’ib Sadr Saf Dom		(732) 213-6743
4	Imran Hayee	Qā’id Umumi		(732) 801-4657
5	M. Dawood Munir	Qā’id Education	(281) 373-3892	(832) 526-8614
6	Rafiuddin Malik	Qā’id Moral Training	(740) 657-8529	(614) 915-4375
7	Waseem Ahmad	Qā’id Training of New Members	(317) 863-0706	(317) 450-0278
8	Habeeb M. Shafeek, Jr.	Qā’id Social Services	(352) 382-5466	(352) 551-7491
9	Monas Ahmad Chaudry	Qā’id Tablīgh (Preaching)	(714) 993-6414	(714) 488-7407
10	Shamim Malik	Qā’id Health	(919) 439-4585	(919) 841-8934
11	Munawar A. Saqib	Qā’id Finance		(856) 495-6421
12	Abdullah Ennin	Qā’id Waqf Jadīd	(414) 264-4127	(414) 241-5917
13	Abu Bakr Bin Saeed	Qā’id Tahrīk Jadīd	(414) 372-0905	(414) 731-5392
14	Munawar Ahmed Malik	Qā’id Membership	(972) 429-5411	(214) 641-5427
15	Syed Sajid Ahmad	Qā’id Publication	(701) 232-1528	(701) 200-1674
16	Syed Fazal Ahmed	Qā’id Education of the Qur’ān	(215) 856-0594	(215) 805-3610
17	Muhammed K. Owusu	Auditor	(804) 201-4349	(804) 512-8621

<b>Arakeen-e-Khasoosi</b>				
1	Ahsanullah Zafar	Amīr		
2	Masoud Ahmad Malik	Former Sadr		
3	Karimullah Zirvi	Former Sadr		
4	Nasir M. Malik	Former Sadr		

#### Nā’ib Qā’ideen:

NAME	OFFICE	TEL (H)	CELL
Aftab Lubis	Nā’ib Qā’id Māl	(469) 656-4221	(214) 310-8201
Basit Khan	Nā’ib Qā’id Māl	(410) 853-7248	(410) 530-8235
Belal Khalid	Nā’ib Qā’id Education		(732) 841-4924
Chaudhary Mushtaq Ahmad	Nā’ib Qā’id Publication	(301) 725-8558	
Tanvir Ahmad	Nā’ib Qā’id Health		(601) 209-3546
Mazhar-ul-Haque	Nā’ib Auditor	(951) 360-6212	(951) 522-9886



## Nāzimeen

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

1	<b>Central East</b>	Farooq Azam Malik	(908) 822-9444	(848) 705-7052
	235 members	Central Jersey, North Jersey, Philadelphia, Willingboro, Lehigh Valley		
2	<b>Central West</b>	Naseer M. Siddique	(408) 264-4156	(408) 896-4249
	114 members	Bay Point, Oakland, Sacramento, Silicon Valley		
3	<b>Great Lakes</b>	Naseem Ahmed	(248) 879-0380	(248) 670-3086
	132 members	Cleveland, Columbus, Dayton, Detroit (Toledo), Indiana, Pittsburgh, Kentucky		
4	<b>Gulf States</b>	Bashiruddin Shams	(601) 264-0545	(601) 307-4612
	176 members	Austin, Cypress-Houston, Dallas, Houston-N, Houston-S, New Orleans, Tulsa		
5	<b>Headquarter</b>	Saleem Abdul Muhaimin	(717) 840-9578	(717) 495-4490
	229 members	Baltimore, Laurel, Potomac, Silver Spring, York		
6	<b>Midwest</b>	Nazir Ahmad	(815) 577-9887	(708) 254-1139
	225 members	Chicago E, Chicago W, Kansas, Milwaukee (Oshkosh), St. Louis, St. Paul, Zion		
7	<b>New York</b>	Arshad Janjua	(516) 233-1183	(516) 849-5894
	230 members	Bronx, Brooklyn, Long Island, New York		
8	<b>Northeast</b>	Muhammad Zafar Iqbal	(315) 487-8916	(315) 491-5825
	102 members	Albany, Boston, Buffalo, Fitchburg, Hartford, Rochester, Syracuse		
9	<b>North West</b>	Abid Haq	(425) 885-0011	(425) 248-0829
	43 members	Portland, Seattle		
10	<b>Southeast</b>	Nafis Ur Rehman	(770) 420-0608	(404) 375-0563
	106 members	AL-TN, Charlotte, Research Triangle, GA-S. Carolina, Miami, Orlando		
11	<b>Southwest</b>	Anis M. Shaikh		(602) 790-1000
	220 members	LA East, LA Inland, LA West, Las Vegas, Phoenix, San Diego, Tucson		
12	<b>Virginia</b>	Basharat Ahmad Wadan	(703) 765-1862	(571) 294-4580
	220 members	Central Virginia, North Virginia, South Virginia, Richmond, Washington DC		

## Zu'ama

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

- S = Small chapter (3 to 15 members)
- M = Medium chapter (16 to 39 members)
- L = Large chapter (40 members or more)

#	Majlis	Code	*	Name	Tel H)	Cell
1	Alabama/TN	ALA	S	Mubashir A. Zahid	812-853-3092	812-202-9164
2	Albany	ALB	S	Pervez Akhtar Nasim Butt	518-783-8745	518-364-4401
	Athens	ATH		Responsibility of Columbus Za'im		
3	Austin	AUS	M	Malik Mohammad Altaf	512-244-7117	
4	Baltimore	BAL	M	Halim Chaudhry	410-517-2561	410-446-5640
5	Bay Point	BAP	M	Riaz Ahmad Zahid	925-759-4306	
6	Binghamton		S	Election to be held		
7	Boston	BOS	M	Rashid Ahmad	207-571-4383	207-450-0277
8	Bronx	BRX	M	Saleem A. M. Cheema	845-497-7623	516-242-6659
9	Brooklyn	BRK	L	Rafi Ahmed	718-377-5957	917-238-1079
10	Buffalo	BUF	S	Abdul Rahman Niazi	716-200-1714	
11	Central Jersey	CEJ	L	Jalaluddin Latif		732-763-8093
12	Central Virginia	CVA	L	Tariq Amjed	703-793-0266	703-608-1618
13	Charlotte	CHA	S	Abdul Haqq	704-531-2317	
14	Chicago East	CHE	L	Muibi Adejumo Olaoye	708-331-4776	708-704-7811
15	Chicago West	CHW	L	Nadeem Ahmad	630-739-2461	
16	Cleveland	CLV	M	Munawar Ahmed Malik	330-896-2317	
17	Columbus	COL	M	Ahsan Syed	614-859-9441	614-256-5901
18	Cypress-Houston	HUW	S	Iftikhar Ahmad Sheikh	713-983-6553	832-867-5356
19	Dallas	DAL	L	Suhail Kausar	972-636-5360	609-217-3202
20	Dayton	DAY	M	Tariq Chaudhry	937-454-0407	937-546-7773
	Denver	DEN		Responsibility of Silicon Valley Za'im		
21	Detroit	DET	L	Rizwan Qadir	248-952-5541	248-703-2166
22	Fitchburg	FCH	S	Muzaffar Chaudhry	978-448-8969	617-594-9473
23	GA-Carolina	GEO	M	Syed Abdul Shakoor	678-254-1576	
24	Hartford	HAR	M	Kusi Ahmad	203-755-2232	203-982-3735
25	Houston North	HOU	M	Abdul Hafeez Khan	512-947-0427	
26	Houston South	HUS	S	Amir Malik	713-660-9833	
27	Indiana	IND	S	Waseem Ahmad	317-863-0706	317-450-0278
28	Kansas	KAC	S	Sultan Habeebu	913-441-3229	913-205-7135
29	Kentucky	KNT	S	Khursheed Ahmed Khan	606-451-0528	606-264-0055
30	LA East	LAE	L	Rashid Mian Syed	714-962-7783	562-412-6837
31	LA-Inland Empire	LAI	M	Imran Jattala	909-981-3453	909-210-4393
32	LA West	LAW	L	Zafar Basith	310-787-9903	310-634-8773
33	Las Vegas	LAV	S	Ahmed Masood	702-631-4844	702-561-1059
34	Laurel	LRL	L	Sardar Hifazat Ahmad	301-313-0846	
35	Lehigh Valley	LEI	S	Naseem Bajwa	610-440-0642	917-297-0925

	Majlis	Code	*	Name	Tel H)	Cell
36	Long Island	LIS	L	Syed Afzal Shah	631-368-6987	347-209-3939
	Merced	MER		Responsibility of Silicon Valley Za'im		
37	Miami	MIA	L	Abdul Basit		954-326-2390
38	Milwaukee	MIL	L	Syed Imran Mudassar	414-423-7010	414-687-8817
39	Minnesota	STP	S	Nasim Ahmad	651-776-0210	
40	New Orleans	NEW	S	Tanveer Ahmed		601-209-3546
41	New York	QNS	L	M. Ahmad Chaudhry		718-614-7691
42	North Jersey	NOJ	M	Khalid Ahmad	845-638-3755	845-300-4143
43	North Virginia	NVA	M	Chaudhry Fazal Ahmad	703-433-9452	
44	Oakland	OAK	M	Feroz Khan	510-223-5872	
45	Orlando	ORL	S	Fazalur Rehman Qureshi	407-208-0435	201-780-1889
	Oshkosh	OSK		Responsibility of Milwaukee Za'im		
46	Philadelphia	PHI	L	Imtiaz Rajayki	610-628-4392	
47	Phoenix	PHX	S	Abdul Waheed Khan	602-235-0610	480-993-9831
48	Pittsburgh	PIT	S	Ahmad Shareef	412-793-0549	412-292-5367
49	Portland	POR	S	Mubarik Ahmad	360-882-3830	360-910-6649
50	Potomac	POT	L	Khaled A. Ata	301-560-2300	301-275-9535
51	Res. Triangle	RES	S	Shamim Malik	919-439-4585	919-841-8934
52	Richmond	RVA	S	Khalil Ahmad	434-978-7491	434-227-0450
53	Rochester	ROC	S	Zafar Ahmad Malik	585-507-4320	
54	Sacramento	SAC	S	Mahboob Mubarik	209-469-8837	209-403-5336
55	San Diego	SAD	S	Tahir Ijaz	858-720-8313	
56	Seattle	SEA	M	Malik Mubarik Ahmed	253-850-1268	206-399-5018
57	Silicon Valley	SAJ	L	Musawwir Momen	831-297-3498	831-297-3498
58	Silver Spring	SSP	L	Malik Mansoor Ahamd	240-328-8623	
59	So Virginia	SVA	L	Munawar A. Malik	540-720-8650	
60	St. Louis	STL	M	Azim Aziz		314-603-1825
61	Syracuse	SRC	M	Badar M. Ahmad	315-682-0982	
	Toledo	TOL		Responsibility of Detroit Za'im		
62	Tucson	TUC	M	Abdul Malik Ahmadi	520-792-1568	520-440-1568
63	Tulsa	TUL	S	Qaiser Qayyum	405-715-3948	405-922-1414
64	Washington	WDC	L	Abdus Samee	703-658-7015	202-216-6987
65	Willingboro	WIL	L	Muhammad Aminuddin	609-735-2569	609-234-1891
66	York	YRK	M	Zarar Bajwa	570-366-0934	
67	Zion	ZON	M	Arif Qureshi	847-543-1076	630-347-8874

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# **Plans and Responsibilities**

## Responsibilities of a Nāsir

*The following is taken from the Constitution of Majlis Ansārullāh USA as approved by Khalīfatul-Masīh :*

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

### Duties of members

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

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

Goal	Due Date
Recite the Holy Qur'ān	Daily
Offer at least one prayer in congregation	Daily
Exercise or play sports for 30 min	Three times a week
Pay Ansār Dues or request exemption	Monthly or pay off for whole year
Participate in Ta'līm exams	June 30, Dec 31
Keep contact information up-to-date	As needed
Participate in Ansār meetings and Ijtimā'at	As needed

## Responsibilities of a Qā'id

### Key Contacts:

Sadr:		Nā'ib Sadr Awwal:	
Name:	Wajeeh Bajwa	Name:	Khaled A. Ata
Cell:	(919) 632-9567	Home:	(301) 560-2300
E-mail:	<a href="mailto:sadr@ansarusa.org">sadr@ansarusa.org</a>	E-mail:	ahmadka54@hotmail.com

### Responsibilities of a Qā'id

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

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

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

#### The Qā'id should:

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

#### A Nā'ib Qā'id should:

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

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

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

## Responsibilities of a Nāzim

### Key Contacts:

Sadr:		Qā'id Umumi:	
Name:	Wajeeh Bajwa	Name:	Imran Hayee
Cell:	(919) 632-9567	Cell:	(732) 801-4657
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org

### Responsibilities of a Regional Nāzim

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

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

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

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

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

#### A Regional Nāzim should:

1. Become familiar with all Majālis in the region.
2. Stay in touch with all Zu'ama and assist them where help is needed.
3. Ensure that each Majlis submits its monthly report by the 12<sup>th</sup> of each month.
4. Ensure that Center's directives are carried out in each Majlis in the region.
5. Hold a quarterly teleconference with Zu'ama of the region.
6. Visit each Majlis at least once a year
7. Appoint regional 'Āmila if possible and obtain approval from Sadr.
8. Send appropriate person from a neighboring Majlis to help a Majlis in need.

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

Goal (Scope: Region)	Due Date	Resource(s)
Evaluate performance of each Majlis, and send report to Sadr	12 <sup>th</sup> of the following month	Majlis reports on Ansār website
Organize Local Ijtimā' in every Majlis	Before Regional Ijtimā'	Ijtimā' Flyer
Organize Regional Ijtimā'	Before October 1	Ijtimā' Flyer
Visit each Majlis in region at least once, attend General Meeting and activate Ansār	Sep 30, 2011	List of Majālis in region on page 17.
Hold teleconference, or call each Za'im in region	Every Quarter	



## Responsibilities of a Za'im

### Key Contacts:

Sadr:		Qā'id Umumi:		Regional Nāzim:	
Name:	Wajeeh Bajwa	Name:	Imran Hayee	Name:	
Cell:	(919) 632-9567	Cell:	(732) 801-4657	Cell:	
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org	E-mail:	

### Responsibilities of Za'im

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

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

### Za'im should:

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

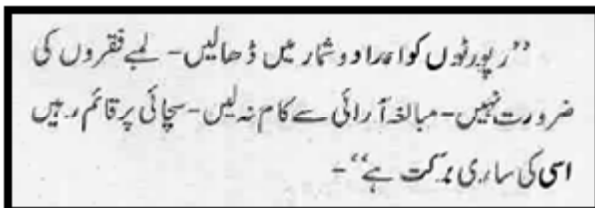
### SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal (Scope: Local Majlis)	Due Date	Resource(s)	Points
Send Za'im report (including status of SMART goals)	7 <sup>th</sup> of month	Report Form	20
Implement plan to activate all Ansār. Visit at least one inactive member	Every Month		20
Hold local Ijtimā'	Before regional Ijtimā'	Ijtimā' Flyer	20
Participate in regional Ijtimā'	Before Sept 30	Ijtimā' Flyer	10
Elect Shūrā delegates	September 16, 2011		10

## Za'im Guidelines

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

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



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

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**Local 'Āmila:** As instructed by the Sadr Majlis, every Za'im should nominate 'Āmila and submit names for approval by Feb 15, *and* whenever a change is required. In a small Majlis more than one department can be assigned to the same person.

Majlis:		Date:	
Office / Muntazim	Name	Phone	E-mail Address
Za'im			
Nā'ib Za'im Awwal			
Nā'ib Za'im Saf Dom			
Muntazim (Mz.) Umumi			
Mz. Education			
Mz. Moral Training			
Mz. Training New Members			
Mz. Social Services			
Mz. Tablīgh (Propagation)			
Mz. Health			
Mz. Finance			
Mz. Waqf Jadīd			
Mz. Tahrīk Jadīd			
Mz. Membership			
Mz. Publication			
Mz. Qur'ān Education			
Auditor			

## Meeting Guidelines:

### General Meeting:

1. Monthly meetings should be scheduled for fixed day and time every month. (e.g. 3<sup>rd</sup> Sunday from 11:00 AM to 12:30 PM)
2. Ansār meetings should be conducted efficiently, respecting members' time constraints and with every effort to adhere to a pre-assigned schedule. General meeting program should be prepared and distributed to members at least 24 hours before the meeting.
3. Weekly classes are *not* a replacement for Monthly General Meeting.

### **Suggested Agenda for Monthly General Meeting**

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

### 'Āmila Meeting:

1. Prepare and distribute agenda for the 'Āmila meeting to the 'Āmila members at least three (3) days before starting the meeting. Suggested sample agenda is given below.
2. Keep minutes of all meetings as part of local records.
3. Minutes should be brief, and include attendance (by name), agenda, 'Āmila's decisions (if voting is required then note who favored and who opposed), and status of items requiring action.

### **Agenda for 'Āmila Meeting**

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

*\* Pledge is not required in 'Āmila meeting*

## **1: Nā'ib Za'im Awwal & Saf Dom**

### **Key Contacts:**

<b>Nā'ib Sadr Awwal:</b>		<b>Nā'ib Sadr Saf Dom:</b>	
Name:	Khaled A. Ata	Name:	Naseem Ahmed Waseem
Home:	(301) 560-2300	Cell:	(732) 213-6743
E-mail:	<a href="mailto:ahmadka54@hotmail.com">ahmadka54@hotmail.com</a>	E-mail:	<a href="mailto:nawaseem@gmail.com">nawaseem@gmail.com</a>

### **Responsibilities of Nā'ib Za'im Awwal**

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

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

### **Responsibilities of Nā'ib Za'im Saf Dom**

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

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

### **Nā'ib Za'im Saf Dom should also:**

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

## **2: Umumi (General Secretary)**

### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	Imran Hayee	Name:	
Cell:	(801) 801-4657	Cell:	
E-mail:	qaid.umumi@ansarusa.org	E-mail:	

### **Responsibilities of Muntazim Umumi:**

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

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

### **The Muntazim should:**

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

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

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

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

To receive *Ansār Newsletter* and *Summary of Friday Sermons* via email Ansār should register at:

[http://Ansarusa.org/mailman/listinfo/members\\_ansarusa.org](http://Ansarusa.org/mailman/listinfo/members_ansarusa.org)

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

### **3: Propagation (Tablīgh)**

#### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	Monas Ahmad Chaudry		
Cell:	(714) 488-7407		
Home:	(714) 993-6414		
E-mail:	<a href="mailto:monas123@gmail.com">monas123@gmail.com</a>		

#### **Responsibilities of Muntazim Tablīgh**

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

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

#### **The Muntazim should:**

1. Be an outstanding example of our faith before inviting others to join.
2. Be a leader in establishing Tahajjud prayers in his Majlis.
3. Review Huzur's (may Allah be his support) guidelines regarding Tablīgh by listening to and by reading summaries of his Friday Sermons dated 6/4/04, 10/8/04, 1/28/05, 9/30/05, 6/16/06 available at [www.alislam.org](http://www.alislam.org).
4. Train members by reviewing the questions / answers as listed on [www.askislam.org](http://www.askislam.org) site and conducting workshop during Da'een meeting to demonstrate ways to convey the message of Islām.
5. Communicate Tablīgh plan to members and encourage them to pray for divine help.
6. Establish local Majlis timeline to accomplish the defined goals (One-on-one contacts, Da'een Ilallah meetings, interfaith meetings, lectures in school/colleges, church visits and visits to focus areas).
7. Encourage each Nāsir to achieve the target of conveying the message of Islām/Ahmadiyyat i.e. 100 new one-on-one contacts per Nāsir.

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

<b>Specific Targets</b>	<b>How often</b>	<b>Points per year</b>
Convey the message of Islām through one-on-one contacts. Distributing Muslims For Peace/Muslims For Loyalty flyers.	Monthly	48
Hold Da'een Ilallah training/coordination meetings. Establish new one-on-one contacts	Monthly	12
Visit small towns or focused areas/Ethnicity based outreach programs	Monthly	12
Hold bookstalls/open houses	Monthly	12
Hold lectures or seminars at college/school/church	Monthly	12
Assist Jamā'at in preparation of radio or TV programs	Twice a year	4

## **Tablīgh Guidelines**

### **One-on-one Tablīgh**

One-on-one contact happens when Islām and Ahmadiyyat are introduced to new or old acquaintances, or when people who come in contact with us in our daily activities such as work, sports, shopping, school, or neighborhood visits (walks) are introduced to Islām through our actions or words. If Almighty Allah wills, these people may become repeat contacts in our lives. e.g. we might see them regularly when out for a walk, have a chat each time, listen to them as well as offer our own social/religious information, perhaps invite them to our home if the comfort level is appropriate. The person should be given Jamā'at contact information such as mosque/mission house address, phone number and [www.alislam.org](http://www.alislam.org) and /or Muslims For Peace/ Muslims For Loyalty flyers. We should clarify that we are available to answer or arrange to answer any questions the contact may have about Islām and Ahmadiyyat.

### **Visits to Small Towns**

Islām and Ahmadiyyat should be introduced to small towns. Members should be encouraged to contact law enforcement officials, local newspapers, churches, hold book stalls, participate in local fairs or swap meets.

### **Lectures in Colleges**

You may write introductory letters to the Religious Studies Department and introduce Islām and Jamā'at Ahmadiyya to them. Offer your services to give lectures to introduce Islām and or answer questions about Islām in a classroom setting. Enclose introduction to Islām pamphlets. If there are no learned members then discuss your specific situation with your Muntazim Tablīgh and Za'im. Qā'id Tablīgh will coordinate with local Majlis to arrange for a member from another Majlis to visit and help.

### **Bookstalls**

An effective bookstall occurs when Islām and Ahmadiyyat is introduced, questions are answered or information about questionnaires is taken for follow up, books are sold, free literature is distributed and new contacts are made. Anyone who has not held a bookstall can be paired with those who have already done so for guidance.

Hold a bookstall at a location where there is traffic of potential new contacts, such as swap meets, local fairs, and college campuses. If there are non-Muslims or non-Ahmadīs visiting Jamā'at's mosque or mission house and you hold a bookstall then it counts too.

### **Note:**

- Each Majlis should budget for Tablīgh activities; and use these funds to purchase literature from Publication department.
- DVDs for cable access channel are also available from Publication department.

## **4: Finance (Māl)**

### **Key Contacts:**

<b>Qā'id:</b>		<b>Nā'ib Qā'ideen:</b>	
Name:	Munawar A. Saqib	Aftab Lubis	Basit Khan
Mobile:	856.495.6421	214.310.8201	410.530.8235
E-mail:	<a href="mailto:ansar@saqib.net">ansar@saqib.net</a>	<a href="mailto:aftablubis@sbcglobal.net">aftablubis@sbcglobal.net</a>	<a href="mailto:basitakhan@hotmail.com">basitakhan@hotmail.com</a>
Address:	64 Oakhurst Lane, Mt. Laurel, NJ 08054	2046 Nottingham Place, Allen, TX 75013	8425 Thornton Road, Lutherville, MD 21093

### **Responsibilities of Muntazim Finance**

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

122. Sadr Majlis has the power to exempt members from full or part payment of subscription in case of their inability to pay, provided it is recommended by the appropriate office-bearer concerned.
142. Muntazim Finance shall organize the assessment of annual budget of all Ansār in his Majlis, and shall arrange collection of subscription according to this budget.
143. He shall correspond with Qā'id Māl on matters concerning his Majlis.
144. He shall present names of members who are defaulters in the payment of subscription to the Za'im and take action according to the Za'im's instructions.
145. He shall present annual budget of his Majlis to Qā'id Māl for presentation to Majlis Shūrā.
146. He shall present the income and expense statement before local Majlis Āmila every month.
201. Every Majlis shall prepare the annual budget of its subscriptions according to the prescribed rates and send it to the Center by the due date.

### **The Muntazim should:**

1. Reach out to all Ansār in Majlis and remind them about their financial obligations towards Ansār Chanda as instructed by the Khulafa (Khulafa is plural of Khalīfa) in their addresses to improve participation in financial sacrifice.
2. Collect dues and submit income and expense information in monthly reports to Qā'id Māl.
3. Be a role model and pay Chanda at the prescribed rates and early in the year.
4. Maintain inventory of property of Majlis Ansārullāh.
5. Maintain strict confidentiality of all members' personal finances.

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Send Finance Report	7 <sup>th</sup> of following month	Report Form in Excel on <a href="http://www.ansarusa.org">www.ansarusa.org</a>	30
Submit income and expense budgets for 2012	July 31, 2011	Annual Budget Templates	20
Collect Chanda from all Ansār according to the prescribed rate	December 31, 2011	Chanda Guidelines	50
Collect 100% of budget	Majālis achieving this by 9/30/2011 will be recognized at Ijtimā'		
Spend within approved budget and comply with expense rules	December 15, 2011	Expense Guidelines	



## Chanda Guidelines

### Ansar Chanda

All earning members must pay Ansar Chanda. Those who are retired should be encouraged to pay a few dollars every month to partake in blessings of financial sacrifice. Hazrat Khalifatul Masih V has said that any member who does not pay Ansar Chanda cannot hold an office in Majlis Ansārullāh. In addition Huzur said that "*It is mandatory for the office bearers of the Jamaat to pay their contribution both towards the relevant organization (Majlis Ansarullah or Khuddamul Ahmadiyya) and also give the obligatory Jamaati Chandas*" – Hazrat Khalifatul Masih V (Letter to Sadr Majlis Ansārullāh, USA dated June 24, 2009).

Prescribed rates for Ansar Chanda are:

- Ansār Chanda: 1% of take home income
- Ijtimā' Chanda: 1/8 of the Ansār Chanda
- Publication Chanda: \$10 per year

### Examples:

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

### Chanda payment and collection

- Chanda should be paid in lump sum during first half of the year, or in easy installments on the 1<sup>st</sup> of every month.
- The Za'im and the local 'Āmila should set an example by paying their Chanda early.
- Muntazim should try to collect 100% of total Chanda ("Income budget") before September 30<sup>th</sup>.
- Muntazim should remind Ansār to pay their Chanda
  - By announcing at meetings and Friday Prayer.
  - By speaking to individuals privately, or by phone and email.
  - In some cases it may be necessary to send letters by mail or pay personal visits. These may be undertaken after consulting with Za'im.
- Be respectful and avoid asking in presence of others.
- A receipt *must* be issued for all collections within one week (preferably immediately).

### Deposit and Monthly report

- All funds should be sent to Headquarter promptly, either deposited in **Ansār's National Account** (using a pre-printed *Deposit Slip*) or mailed to Qā'id Finance.
- Income report must show details of all collections and include following for each receipt (use MS Excel if possible):
  - Member code
  - Full name
  - Receipt Number
  - Total Chanda paid by individual (it is *not* necessary to show each category – Membership, Ijtima and Publication – separately)

- Voluntary donations, such as Ansar Hall, Water Wells, or Bicycles for Burkina Faso must be identified separately.
- If Chanda is being sent by mail, then attach below items to income report before mailing:
  - Check(s) for total amount collected (do not send cash).
  - Green copy of each receipt issued.
  - Voided receipts (if any), both white and green copy.
- If Chanda is deposited into the Ansār's national bank account then monthly report should be emailed to [finance@ansarusa.org](mailto:finance@ansarusa.org) *before* making the deposit. In addition Muntazim must:
  - Print copy of monthly report for local records
  - Attach green copy of each receipt issued
  - Attach voided receipts
  - Staple and store above items every month, and deliver to Qaid Finance at National Ijtima (in October) or ALC (in January).

## Expense Guidelines

### Expenses:

- All expenses must be:
  - Necessary, reasonable,
  - Within approved budget,
  - Authorized by majority of local 'Āmila during a regular meeting where at least half of 'Āmila members are present, and
  - Submitted for reimbursement within 90 days of incurring the expense (or in case of travel, the date of travel)
- Za'īm can authorize up to \$100 in urgent expenses, but details must be presented to local 'Āmila for approval within one month.
- If expenditure will exceed approved budget, then Za'īm is required to obtain approval from Sadr Majlis **before incurring the expense**.
- Expenses for Jamā'at events should be funded through the Jamā'at finance system. However, refreshments served at Ansār meetings can be considered for reimbursement provided they are within approved budget or **prior approval** from Sadr Majlis is obtained.
- For routine hospitality expenses to be considered for reimbursement, refreshments or meals must be served in the mosque or Mission House. Restaurant expenses require pre-approval from Sadr Majlis.

### Reimbursement:

- Reimbursement requests should be submitted to Qā'id Finance on current expense voucher.
- Describe details of expense on the voucher (for example in case of hospitality, include purpose of the meeting and total number of members served).
- Include following documents with each request:
  - Original receipts pasted on the back of voucher (use additional sheets if needed).
  - Copy of relevant portion from minutes of local 'Āmila meeting when the budgeted expense was approved.
- If requesting by email, scanned copy of original is acceptable (keep the originals in local Majlis records for two years from date of reimbursement).

- If submitting by mail, voucher must be signed by authorized approver (Za'im for local Majlis, Nazim for regional, and National 'Amila member for national expenses).
- If submitting by email and unable to obtain signature, include approver's address on Cc: field.
- Special rules for Ijtimā' travel will be published in September's Ansār Newsletter and on the website ([www.ansarusa.org](http://www.ansarusa.org)).
- Reimbursement checks should be cashed as soon as possible, preferably within 30 days of receipt.

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#### **Local Bank Accounts:**

*In order to reduce expenses, and to improve transparency, all local Ansar bank accounts should be closed as soon as possible and seed money (previously loaned to local Majlis) returned to Qā'id Finance. Deadline to close local account is February 28, 2011. Bank fees will not be reimbursed after this date. Majālis with a local bank account should contact the Auditor as soon as possible to arrange audit soon after closing the bank account. Report should be filed with local records.*

#### **Shūrā's Recommendations:**

Majlis Shūrā has recommended following items for implementation by local majālis. These recommendations were approved by Huzur in October 2010. A report of their implementation by local majālis will be presented to Majlis Shūrā on October 7, 2011 (along with names of defaulting majālis, if any). See full text of recommendations in Shūrā section.

- Submit income and expense budgets by July 31, 2011.
- Track and report the number of non-Chanda paying members along with the budget.
- Every month, Za'im/Muntazim Māl should contact every member (who has not fully paid). Za'im/Muntazim Māl should include the results of his contacts in the monthly Finance Report. For example: letters sent out, phone calls made and possibly in person meetings held.

#### **Budgets:**

- Income and Expense budgets for current year are prepared and approved by Majlis Shūrā of the previous year. A copy can be obtained from Qā'id Finance.
- Both Income and Expense budgets for next year should be sent to Qā'id Finance before the end of July so they can be reviewed by 'Amila and included in the national budget for subsequent discussion at Shūrā. Any Majlis which fails to submit budgets on time may forfeit their right to reimbursement of expenses.
- **Income Budget** should be based on real income of members and should include all earning and non-earning members.
- Income budget should show Ansār Chandas separately for each category (Membership, Ijtima, and Publication) but collection only needs to show total of these three Chandas.
- Names of retired members with no income should be recorded with \$0 for Ansār and Ijtimā' Chandas, and \$10 for Publication Chanda. These members should be encouraged to pay at least a few dollars to reap blessings of the financial sacrifice.

**Documentation for Audit:** See Audit section for list of documents needed for audit.

**Inventory of non-consumable property:** Keep proper documentation of Majlis's assets. List of all items over \$100 should be maintained.

## **5: Education (Ta'līm)**

### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	M. Dawood Munir	Name:	Belal Khalid
Cell:	(832) 526-8614	Cell:	(732) 841-4924
E-mail:	dawood@sndtaxservices.com	E-mail:	bkhalid@aol.com

### **Responsibilities of Muntazim Education**

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

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

### **The Muntazim should:**

1. Implement Education program to achieve the following objectives:
  - a. Promote and facilitate learning of Islāmic teachings; Promote and accelerate learning of Islāmic teachings.
  - b. Increase members' involvement in the National Ta'līm Program and ensure at least 50% participation in the Ta'līm tests.
2. Arrange classes to study the Holy Qur'an (See Ta'līmul Qur'an plan for details).
3. Arrange teaching of Hadith (see syllabus given on the next page).
4. Arrange teaching of books of the Promised Messiah (peace be on him) (see syllabus given on the next page).
5. Encourage Ansār to prepare for educational competitions at the local, regional, and national Ijtimā' at.
6. Encourage those Ansār to learn English as a second language who do not know English very well. The following websites can be pointed out to such Ansār.

<http://www.1-language.com> and <http://www.usalearns.org/index/>

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Arrange Ta'līm Exams (Minimum 50% participation)	Semi-annual	<a href="http://www.ansarusa.org">http://www.ansarusa.org</a>	70
Participate in essay writing competition	June 30, 2011	Topics on next page	30

The Holy Qur'an Five Volume Commentary in English: <http://alislam.org/Qur'an/five-vol/>  
Tafseer-e-Kabeerin Urdu: <http://alislam.org/urdu/tafseer/>

## Ta'lim Syllabus:

Study Period	Syllabus
January-June 2011  Exam Deadline June 30, 2011	<b>The Holy Qur'ān:</b> Chapter 18, Sura Al-Kahf Verses: 1-13 (Translation & Commentary)  <b>Hadith:</b> "Forty Gems of Beauty" Hadith # 21 to 25  <b>Book:</b> English: "Message of Peace"  Urdu: "Paigham-e-Sulah"
July-December 2011  Exam Deadline December 31, 2011	<b>The Holy Qur'ān:</b> Chapter 18, Sura Al-Kahf Verses: 103-111(Translation & Commentary)  <b>Hadith:</b> "Forty Gems of Beauty" Hadith Numbers 26 to 30  <b>Book:</b> English: "How to be free from Sin"  Urdu: "Ruhani Khazain, Vol. 18" pages 621 - 645

**Essay Writing Competition:** Deadline to submit essay is **June 30, 2011**.

- Topics:**
1. Influence of Islām on America
  2. Contributions of Muslims to Science
  3. Was Islām Spread by Sword?

**Essay must:**

- Be in English, on one of the approved topics (listed above)
- Contain between 7,000 and 10,000 words.
- Be submitted in MS Word format.
- Be free of spelling and factual errors.
- List all bibliographic references.

**Prizes:** The following prizes will be awarded at National Ijtimā':

First: \$300.00      Second: \$200.00      Third: \$100.00

Essay should be submitted to Qā'id Ta'lim (Education), M. Dawood Munir (832-526-8614), at [dawood@sndtaxservices.com](mailto:dawood@sndtaxservices.com) or CD containing MS Word file by mail: 11106 Brandon Gate, Houston, TX 77095

## **6: Education of the Holy Qur'ān (Ta'līmul Qur'ān)**

### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	Syed Fazal Ahmed	Name:	Syed Abdul Shakoor
Cell:	(215) 805-3610	Cell:	(678) 254 -1776
E-mail:	<a href="mailto:Fazal.ahmed@excite.com">Fazal.ahmed@excite.com</a>	Email:	<a href="mailto:Ain_shin@hotmail.com">Ain_shin@hotmail.com</a>

### **Responsibilities of Muntazim Education Qur'ān**

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

158. Muntazim Education Qur'ān shall motivate members to learn reading and recitation of the Holy Qur'ān with correct pronunciation and teach it to others.  
 159. He shall urge members to participate in Waqf Ārdi in teaching the Holy Qur'ān

#### **The Muntazim should:**

1. Lead by example – follow the program for Education of the Holy Qur'ān.
2. Inculcate love of The Holy Qur'ān among Ansār by encouraging members to:
  - a) Recite the Holy Qur'ān daily
  - b) Memorize prescribed chapters/verses
  - c) Learn translation and commentary of the Holy Qur'ān.
3. Arrange appropriate classes and encourage participation in:
  - a) Qur'ān classes in local mosque or prayer center.
  - b) On-line or telephone classes (organized by Jamā'at Ta'līmul Qur'ān Department).
4. Encourage Ansār to devote at least one week (per year) to participate in Waqf Ārdi for the purpose of teaching the Holy Qur'ān.
5. Evaluate progress and report on it.

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points*</b>
Organize Qur'ān classes or arrange participation in online classes.	Monthly	Majlis Report Form see Guidelines next page	20
Members Assessment report submission	April 30 <sup>th</sup>	Assessment report form	20
Memorize, and Learn the meaning of Surah Al-Kahf (Ch: 18) Verses 1-13.	June 30 <sup>th</sup>	The Holy Qur'ān	20
Memorize, and Learn the meaning of Surah Al-Kahf (Ch: 18) Verses 103-111.	November 30 <sup>th</sup>	The Holy Qur'ān	20
Extra efforts made for study of the Holy Qur'ān and participation in Waqf Ārdi.	November 30 <sup>th</sup>	The Holy Qur'ān	20

\*Point allocation will be based on percent of members achieving these goals. Full 20 points will be awarded if 80% members in a Majlis achieve these goals.

## **Guidelines for the education of the Holy Qur'ān**

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

### **Holy Qur'ān Class:**

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

### **Plan and Track progress:**

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



## **7: Moral Training (Tarbiyat)**

### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	Rafi Malik		
Cell:	(614) 915-4375		
E-mail:	rafimalik@yahoo.com		

### **Responsibilities of Muntazim Moral Training**

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

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

### **The Muntazim should:**

1. Inculcate, in himself and others, the habit of offering Salāt at its prescribed time in congregation.
2. Encourage daily recitation and reading of commentary of the Holy Qur'ān.
3. Urge Ansār to strive to regularly offer congregational Friday prayer.
4. Urge Ansār to adopt best practices to inculcate Islāmic culture in their families.
5. Help create and maintain Salāt centers (with the approval of local Jamā'at president).
6. Hold interactive group discussions on social and cultural issues.
7. Regularly contact Ansār.
8. Activate inactive Ansār.
9. Stress strong affiliation with Khilāfat and the Jamā'at.
10. Encourage Ansār to regularly write to Huzur (may Allah be his support) for prayers.
11. Urge Ansār to listen to Huzur's (may Allah be his support) Friday sermons or at least read the sermon summary.
12. Urge Ansār to regularly attend Jamā'at's programs.
13. Hold moral training week.
14. Hold "From Father to Son" workshop in local Majlis.
15. Increase participation in Nizām-e-Wasiyyat (system of the Will).

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Hold moral training week.	Mar. 21-27, 2011	Moral Training Guidelines	20
Hold "From Father to Son" workshop in local Majlis.	Once a year	Moral Training Guidelines	20
Contact inactive Ansār.	Every month	Moral Training Guidelines	24
Discuss assigned moral training topic	Every month	Moral Training Guidelines	12
Urge Ansār to strive to regularly offer congregational Friday Prayer.	Every month	Moral Training Guidelines	12
Regularly urge Ansār for Tarbiyat activities discussed in Tarbiyat program.	Every month		12
<b>Total Points:</b>			<b>100</b>



## **Moral Training Guidelines**

### **Adopting Best Practices to Inculcate Islāmic Culture in Families**

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

- Pray for your family on a regular basis.
- Inculcate the habit of praying in self and family.
- Emphasize that Allah is the Provider of everything.
- Do introspection – Am I doing what I am asking my family to do? (Leading by example).
- Make the following the essential part of the daily routine.
  - Daily prayers (preferably in congregation)
  - Recitation of the Holy Qur’ān
  - Dars/reading commentary of the Holy Qur’ān
  - Reading Jamā’at’s literature
  - Watching MTA
- Strive to do the following with the family.
  - Listening and discussing Huzur’s (may Allah be his support) Friday Sermon
  - Writing to Huzur (may Allah be his support) for prayer
  - Striving to attend Jamā’at’s programs and activities
- Adopt best behavior towards spouse and children in light of the practice of the Holy Prophet (peace and blessings of Allah be on him).
- Communicate with children on moral and other issues – listen and discuss.
- Eat together (at least one meal daily).
- Express feelings toward children (hug).
- Make sacrifice in terms of time – spend time with family (family day).
- Keep promises and commitments.
- Be patient with the family and show appreciation.
- Ensure that all household members observe proper purdah and strongly discourage any type of mix gatherings as stressed by Hadrat Khalīfatul-Masīh V (may Allah be his support).

### **Activating Inactive Ansār**

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

- Urge local officers to call and visit inactive members and invite them to their houses. A record of this activity should be maintained.
- Urge local officers to find out if any inactive member needs help/guidance regarding his job or any other problem. A record of this activity should be maintained.
- Include cookout and sports activities along with Majlis programs to make them appealing.
- Arrange transport for inactive Ansār to get to Jamā’at events as needed.
- Invite inactive members to every social/Majlis’s function, such as weddings, *aqeeqas*, etc.; this is up to the host not the Majlis.

- Remind members not to pick on inactive members if they come to Majlis's function after a long interval; rather they should be welcomed as if they were missed badly.
- Introduce inactive members (individually) to other Jamā'at members at the time of meetings especially at special events such as Eid.
- Motivate inactive members to develop personal relationship with Khalīfatul-Masīh by writing letters and personal *mulaqāt* (meeting/audience) if possible.
- Encourage inactive members to watch MTA on regular basis in the company of other active members and friends.
- Give inactive members some responsibility in Majlis for their training and so that they become integral part of the system.
- Create a friendly and welcoming environment at the mosques/Jamā'at centers. Too many formalities should not be the norm.
- Make efforts to bring inactive members to regional and national events so that they can be introduced to a wider circle. This is one of the purposes of Jalsa Salana (annual convention) described by the Promised Messiah (peace be upon him).
- Remind all members to speak the local language (English in the U.S.) in both Jamā'at and social meetings where non-Urdu speaking members are present.

### **Participation in Congregational Salāt in Mosques**

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

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

Those members who become regular in offering congregational prayers should pray with heartfelt concern for those who are not offering prayers in congregation.

### **Strong Affiliation with Khalīfatul-Masīh (may Allah be his support) and the Jamā'at**

Make efforts to ensure that Ansār develop a strong affiliation with Khalīfatul-Masīh (may Allah be his support) and the Jamā'at. These efforts should include but not limited to the following:

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

### **Moral Training Week**

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

- Offer every Salāt at its prescribed time.
- Offer at least one Salāt in congregation daily (at home if not at the mosque).
- Recite the Holy Qur'ān daily, read translation and commentary.
- Strive to say Tahajjud prayer throughout the week or at least twice during the week.
- Write a letter to Huzur (may Allah be his support) for prayers.
- Attend Friday prayer at the mosque.
- Strive to do good and refrain from the forbidden.
- Try to give up at least one bad habit and adopt a good one.

### **Addressing Social Issues in Majālis**

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

**Note:** According to Dictionary.com an Ombudsman (om·buds·man) is:

- a. A government official who hears and investigates complaints by private citizens against other officials or government agencies.

- b. A person who investigates and attempts to resolve complaints and problems, as between employees and an employer or between students and a university.)

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

Details and presentation materials for holding this workshop will be provided to Zu’ama.

**Support Material:**

- A synopsis in English of Huzur’s (may Allah be his support) Friday sermon is distributed to Zu’ama weekly. Other Ansār can also sign up by submitting their email addresses at:  
[http://Ansarusa.org/mailman/listinfo/members\\_ansarusa.org](http://Ansarusa.org/mailman/listinfo/members_ansarusa.org)
- The letters to Huzur (may Allah be his support) can be sent via:
  - E-mail: <https://eletter.alislam.org/login.php>
  - Fax: 01144-208-870-5234
  - Snail mail: 16 Gressenhall Road, London SW18 5QL, U.K.
- MTA is available live at <http://mta.tv>
- Copies of booklet *Al-Wasiyyat* (The Will) can be requested from the Jamā’at.
- The address of Hadrat Khalīfatul-Masīh V (may Allah be his support) on the subject of the wasiyyat scheme is available at:  
<http://www.alislam.org/jalsa/uk/2004/ram/HazoorAddressConcluding.ram>

## The Importance of Nizam-e-Wasiyyat

### **The Promised Messiah (on whom be peace) said:**

- ‘And I too feel that those who, having been informed of this Divine program, immediately and without hesitation become anxious to subscribe the tenth part of their property in the way of Allah - nay, they even show greater fervor in the cause of Allah - set a seal [of approval] on their faith.’
- ‘But those who excel in this matter will be accounted among the righteous, and God's blessings will envelope them till eternity.’
- ‘Hence those who, before witnessing the Divine chastisement, shall prove their forsakenness of the world, and also prove how sincerely they obeyed my commandment, are the true Believers in the sight of God, and shall be recorded in His Book as the first and the foremost *in spiritual ranks*.’

*(Risala Al-Wasiyyat, Roohani Khaza'in, Vol 20, P 327-8)*

### **Syedna Hadrat Khalifat-ul-Masih II (may Allah be pleased with him) said:**

- ‘Third, is the issue of *Wasiyyat*. In it, God has placed a very significant objective for us, and by virtue of it has drawn Paradise closer to us. Hence, they whose hearts are otherwise possessed by faith and sincerity but demonstrate tardiness to join *Nizam-e-Wasiyyat*, I draw their attention to hasten towards it. On account of such lethargies, it is observed that many a devout follower departs this life. Death overtakes them while dillydallying. Heart, then laments regretfully, ‘would that these could also be buried alongside the sincere ones’! Nay, however. At their demise everyone feels that they were sincere, and deserved burial alongside other sincere ones. Nevertheless slight negligence and indifference on their part hinders it.’
- ‘To every possible extent, therefore, friends should do *Wasiyyat*; and I believe that sure gains are made in Faith by doing *Wasiyyat*. Whereas it is Almighty Allah's promise that He will have the *Muttaqi* (a righteous person) buried in this piece of land, then whoso does *Wasiyyat* He makes them *Muttaqi* too!’

*(Daily Al-Fazl, September 01, 1932)*

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

### **Key Contacts**

<b>Qā'id:</b>		<b>Nā'ib Qā'id:</b>	
Name:	Waseem Ahmad		
Home:	(317) 863-0706		
Cell:	(317) 450-0278		
E-mail:	<a href="mailto:ws-ahmad@hotmail.com">ws-ahmad@hotmail.com</a>		

### **Responsibilities:**

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

160. Muntazim Tarbiyat Nau Muba'i'in shall try to maintain a strong liaison with New Members and try to make them an active part of the Jamā'at.

161. He shall see that new convert Ansār are enrolled as members and try that they fully become part of the Ansārullāh organization.

### **The Muntazim should:**

1. Introduce new member to Majlis in a meeting (with new member's permission). Provide new members a copy of the book "Welcome to Ahmadiyyat, True Islām" by Dr. Karimullah Zirvi.
2. Pair each new member with a Nāsir (preferably with the one who had introduced him to Ahmadiyyat). Provide names of each pair to Qā'id.
3. Ensure that new members are on Jamā'at mailing list to receive The Ahmadiyya Gazette and Al-Nahl.
4. Give new members a tour of Jamā'at's websites and show them how to:
  - a. Open an account on [www.alislam.org](http://www.alislam.org) and send email to Khalīfatul-Masīh (may Allah be his support).
  - b. Access online periodicals, books, and bookstore.
  - c. Read Muslim Sunrise at [www.muslimsunrise.com](http://www.muslimsunrise.com)
  - d. Browse Ansār website [www.Ansarusa.org](http://www.Ansarusa.org)
5. Encourage new member to attend local, regional, and national events.
6. Inculcate following habits among new members:
  - a. Offer prayer (Salāt)
  - b. Pray (dua)
  - c. Recite the Holy Qur'ān and read commentary
7. Encourage new members to develop strong affiliation with Jamā'at and Hadrat Khalīfatul Masīh.
8. Ensure that a segment of the monthly meeting is allocated for training of new members.
9. Evaluate new member's progress on an on-going basis (monthly).
10. Regularly provide data about new member's training needs to Qā'id.
11. Ensure that the new member has access to Ta'līmul Qur'ān classes (local and/or on-line). Proper arrangements should be made to ensure Ta'līmul Qur'ān needs of the new member are met. Conduct regular follow-up.

## **New Member Guidelines**

### **Education/Training Program:**

Make sure that new Ahmadī knows:

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

### **Books and Quarterly Program:**

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

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

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

## **9: Tahrīk Jadīd**

### **Key Contacts:**

<b>Qā'id:</b>			
Name:	Abu Bakr Bin Saeed		
Cell:	(414)731-5392		
E-mail:	abubakarbinsaeed@yahoo.com		

### **Responsibilities of Muntazim Tahrīk Jadīd**

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

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

#### **The Muntazim should:**

- Assist Jamā'at's Tahrīk Jadīd Secretary with the collection of the pledges.
- All pledges should be sent to the center by March 15, 2011.
- At least 25% of Ansār should be followed-up every month, to ensure collection targets are on schedule. Ansār members could be reminded through meetings, phone calls, emails or by paying them a personal visit.
- The sacrifices of Daftar Awwal (First Register: November 1934 – October 1944) need to be re-activated. Ansār whose parents or grandparents participated in this scheme during Daftar Awwal should continue to make contributions on their behalf to keep this as *Sadqa Jariah* (Sadqa that continues). Find Ansār members whose elders participated in this blessed register and appeal them to contribute on behalf of their elders.
- Make special efforts to increase participation of non-Chanda paying members by 10%.
- Regular Chanda paying members should be encouraged to increase their Chanda to 1/5<sup>th</sup> of one month's income on annual basis.
- Distribute Caravan-e-Islām, an electronic monthly magazine published from USA, showing the progress of projects resulting from the sacrifices under Tahrīk Jadīd worldwide.

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Give regular reminders to Ansār	Every month		50
100% participation from Majlis	Oct 31, 2011		50

### **Tahrīk Jadīd Year**

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



## **Demands of Tahrīk Jadīd**

- Lead a simple life
- Be honest in dealings with others
- Establish a religious environment at home
- Protect the rights of women
- Participate financially in Tablīgh programs
- Youth should devote their lives to serve religion (Waqf Zindagi)
- Participate in temporary devotion program (Waqf Ārdi)
- Senior citizens should devote themselves for the propagation
- Devote children for the cause of Ahmadiyyat the true Islām
- Seek guidance for children's future
- Strive to do routine chores (Waqar Aml)
- People without work should take whatever job they find
- Clean thoroughways as service to humanity
- Pray especially for the scheme of Tahrīk Jadīd

## **Tahrīk Jadīd Registers**

Khulāfa Ahmadiyyat have launched new registers of Tahrīk Jadīd about every 20 years since its inception. Register periods are detailed below:

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

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

## **10: Waqf Jadīd**

### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	Abdullah Ennin		
Cell:	(414) 241-5917		
E-mail:	<a href="mailto:kamoanin562001@yahoo.com">kamoanin562001@yahoo.com</a>		

### **Responsibilities:**

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

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

### **The Muntazim should:**

1. Assist Jamā' at Secretary Waqf Jadīd with collecting pledges from Ansār
  - a. Remind Ansār of their pledges and collection in every meeting.
  - b. Contact those Ansār who do not come to meetings
2. Educate Ansār of the importance of Waqf Jadīd.
3. Be regular in sending his report to the Za'im
4. Exhort Ansār to pay more than they paid in 2010.
5. Exhort Ansār to pay monthly or pay off pledges early.
6. Get phone number and email addresses of Ansār so that they could be reached and reminded if they do not attend meetings.

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Send regular reminders to Ansār	Every month		50
100% participation from Majlis	Dec 31, 2011		50

### **Waqf Jadīd Year**

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

## **Waqf Jadīd Scheme**

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

Hadrat Khalīfatul-Masīh IV (may Allah have mercy on him) gave Waqf Jadīd an international structure.

“The emphasis is on the maximum number of Ahmadīs contributing, according to their means. In this scheme countries compete to see which leads in the total number of participants: children, women, men, the old and the young” (Friday Sermon, December 29, 1989).

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

## **11: Publication (Ishā'at)**

### **Key Contacts:**

<b>Qā'id:</b>		<b>Nā'ib Qā'id:</b>	
Name:	Syed Sajid Ahmad	Name:	Mushtaq Ahmad Chaudhary
Cell:	(701) 200-7147	Fax:	(301) 879-1931
E-mail:	ansarishaat@yahoo.com	Home:	(301) 725-8558
Address:	148 Eagle St N, Fargo ND 58102-1212	Address:	15000 Good Hope Rd, Silver Spring MD 20905
<b>Editor Ansār (monthly newsletter):</b>			
Name:	Rafi Malik		
Cell:	(614) 915-4375		
E-mail:	rafimalik@yahoo.com		
Address:	1942 Baltic Ave Lewis Center OH 43035-8012		

### **Responsibilities of Muntazim Publication**

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

156. Muntazim Publication shall try to increase the circulation of the Monthly Ansārullāh and motivate members to contribute articles to the monthly.
157. He shall assist Qā'id Publication with publishing important books and literature, as and when required, and supply to the Majlis.

#### **The Muntazim should also:**

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

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Send picture of the Za'im with name, education, profession and date.	Feb 28, 2011	Al-Nahl (Vol 18, No. 4) <a href="http://www.alislam.org/alnahl/">http://www.alislam.org/alnahl/</a>	10
Send a picture of Majlis-e-'Āmila with date and name of the Majlis	Apr 30, 2011	See above	10
Send a group photo of the Ansār with date and the name of the Majlis	June 30, 2011	See above	15
Send a brief report of a distinguished activity or work done by your Majlis	Aug 30, 2011	See above	25
Submit at least one article for publication	Oct 30, 2011	"Publication Guidelines" on next page	40

## **Publication Guidelines**

**Write!** Possible topics include:

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

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

**Edit!** We are looking for volunteer to review and/or edit the Al-Nahl and other publications.

**Review!** We are also looking for volunteers to review Al-Nahl and other publications.

**Sign Up** by providing contact information (name, email address and phone) to the Qā'id Ishā'at.

Guide for writers and dictionary of common Arabic/Urdu terms is available at <http://www.Ansarusa.org>

### **Ansār Periodicals:**

- **Ansār Newsletter**, monthly. Mailed and emailed to all Ansār. Includes announcements and reports of recent activities, and Ijtimā'at. Subscribe to members@ansarusa.org to get latest information.
- **Al-Nahl**, Quarterly. Mailed to all Ansār. Carries articles related to education, moral training, preaching, and health etc.
- **Ansārullāh** Magazine in Urdu, published monthly from Rabwah. Carries scholarly articles. Excellent content for those who can read Urdu. Subscription is \$30 per year (mail check with your mailing address to Qā'id Māl).

### **How to order Ansār publications:**

Books, pamphlets and other materials are available from Ansār Book Store. Complete list of available items is printed on the Order Form on next page.

Za'im or Muntazim Publication can order any item through Nā'ib Qā'id Publication, Mushtaq Ahmad Chaudhary.

To place order please make a copy of the order form, enter your name, telephone, mailing address and quantities needed. Calculate cost, and mail the order with payment in the form of check or money order to Nā'ib Qā'id's address.

To request free publications, just fax the form to Nā'ib Qā'id.

All inquiries concerning purchase orders should also be directed to Nā'ib Qā'id publication.

If requesting material for Tablīgh, please contact Qā'id Tablīgh for approval of funds and convey the approval to Nā'ib Qā'id Ishā'at (Publication) and Qā'id Māl. Their contact info can be found in the respective departmental descriptions.

## Ansār Publications Order Form

No	Publication	Price	Qty	Total \$\$
1	Inspiring Events in the Field of Tablīgh. <i>Maulāna</i> 'Atā-ul-Mujeeb Rāshed	\$2		
2	Why Islam is My Choice: Stories of Spiritual Journeys	\$2		
3	Words of Wisdom. Dr. Karīmullāh Zīrvī, Majeed A. Miān, Syed Sājid Aḥmad.	\$5		
4	Approaching the West: <i>Maulānā</i> Mubasher Ahmad	\$5		
5	Forty Gems of Beauty <i>Ḥaḍrat</i> Mirzā Bashīr Aḥmad (Raḍiyallāhu 'anhu)	\$2		
6	Letter to a Dear One Sir Muḥammad Zāfrullāh Khān	\$2		
7	Muḥammad (ṣallallāhu 'alaihi wa sallam) in the Bible <i>Ḥaḍrat</i> Khalīfatul-Masīh II (raḍiyallāhu 'anhu)	\$1		
8	Salāt Poster 18x24" Color, Arabic with transliteration and translation (Soft copy is available for free download)	\$2		
9	Synopsis of Religious Preaching. <i>Maulānā</i> A.U. Kaleem	\$2		
10	Razzāq and Farīda. Dr. Yūsef Lateef: A story for children	\$1.50		
11	Educational syllabus for Ansārullāh (in Urdu) - by Ansār Canada	\$2		
12	Al-Nahl Special Issue on <i>Ḥaḍrat</i> Mufti Muhammad Sadiq	\$1		
13	Al-Nahl Special Issue on Dr Salam	\$3		
14	Al-Nahl Various old issues	Free		
15	Wonderful Prayers from the Holy Qur'ān. Pocket-Size Edition	Free		
16	Conditions of Initiation (Bai'at) Pocket-Size Edition	Free		
17	Arabic Qaseedah Yā 'aina faidillāh (without a'rāb)	Free		
18	Arabic Qaseedah: bi muali'in (with a'rāb)	Free		
19	Khilāfat Centenary Prayers	Free		
20	Muslim Sunrise Special issue on Jihad	Free		
21	Jesus son of Mary	Free		
22	EL ISLAM UNA RELIGION DE PAZ Y AMOR (Spanish)	Free		
23	¿JESUCRISTO MURIÓ EN LA CRUZ? (Spanish)	Free		
24	DVD: Jesus in India	\$1		
25	Audio Cassette: Resolution of controversial issues	\$1		
26	Audio Cassette: Islam and Qur'ān	\$1		
27	Audio CD: Varios urdu poems	\$1		
28	Plastic Ruler for Tablīgh - Love for All, <a href="http://www.alislam.org">www.alislam.org</a>	\$0.25		
Grand Total				

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount Enclosed \_\_\_\_\_

Send your orders with payment to Mushtaq Ahmad Chaudhary, Majlis Ansārullāh, USA  
Ahmadiyya Movement in Islam, 15000 Good Hope Road, Silver Spring MD 20905, USA

## **12: Intellect and Physical Health (Zahanat wa Sehat-e-Jismani)**

### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	Shamim Ahmad Malik	Name:	Dr. Tanveer Ahmed
Home:	(919) 439-4585 (after 7 PM ET);	Home:	
Cell:	(919) 841-8934	Cell:	(601) 209-3546
E-mail:	<a href="mailto:Samalik7777@hotmail.com">Samalik7777@hotmail.com</a>	E-mail:	<a href="mailto:tahmedmd@hotmail.com">tahmedmd@hotmail.com</a>

### **Responsibilities of Muntazim Health**

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

151. Muntazim Health shall plan and execute programs for maintaining intellectual and physical health of members

#### **The Muntazim should:**

1. Encourage Ansār to adopt a healthy lifestyle.
2. Inform every Nāsir what his ideal body weight should be and encourage him to maintain it.
3. Motivate Ansār to exercise/walk at least 30 minutes/day, 3-5 days/week.
4. Plan and make arrangements for team sports in Majlis.
5. Lead discussion on interesting health related articles at each Majlis' meeting.
6. Try to make Ansārullāh meetings more interesting and interactive. For example, he may teach Ansār how to warm up or stretch before exercise, etc.
7. Encourage healthy snacks during Majlis meetings.
8. Organize "Health Awareness Day" at local (and/or regional) level.
9. Organize free Health Screening at Regional Ijtimā'at (BP, cholesterol, flu shots, etc.) through the help of Ahmadī medical professionals.
10. Maintain a First Aid Kit.
11. Encourage members to memorize portions of the Holy Qur'ān, Qaseeda, and Prayers.
12. Encourage Ansār to read Jamā'at publications regularly.
13. Remind Ansār to get in the habit of reading daily newspaper and keeping up with current events.
14. Encourage Ansār to adopt a lifelong hobby, like, gardening, hiking, fishing, etc.

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Lead health discussion at general meetings	Every month	"Steps to Exercise" by Hadrat Mirza Tahir Ahmad Khalīfatul-Masīh IV (may Allah have mercy on him) <a href="http://www.ansarusa.org">http://www.ansarusa.org</a>	15
Inform Ansār to maintain body weight	Each Quarter	BMI charts on internet	10
At least 40% of members should exercise/walk or participate in a sports for 30 minutes per day- 3-5 days/wk	Each Quarter		40
Arrange one team sport activity	Mar 31, 2011		10
Organize "Health Awareness Day"	June 30, 2011		10
Organize free Health Screening	June 30, 2011	Ahmadī medical professionals	15

## **Health Information**

Aging is a natural phenomenon. However, certain aspects of aging are unexpected and not considered normal. Medical science has reached a level of sophistication that it is now possible to prevent these unexpected events. We cannot change certain factors such as our genetic heritage but we can certainly take steps to change risk-factors for life threatening diseases, promote longevity, and enhance overall well-being.

Considering our age group we have to take care of our health and must have medical check-ups on a regular basis. Things to check are blood pressure, fasting blood sugar, and blood cholesterol levels. If there is a family history of heart disease, an EKG may be needed and, if necessary, an exercise stress test. If someone does not have health insurance a local Ahmadī doctor may be able to arrange a free check-up.

### **Weight Control:**

In a recent study, overweight adults need only a small amount of exercise – equivalent to a half hour brisk walking per day - to prevent further weight gain. This is significant, considering the nation's growing epidemic of obesity. An adult weighing 190 lbs burns 108 calories during 30 minutes of regular walking, 173 calories during brisk walking and 345 calories during running.

### **Exercise:**

We must change our lifestyle to incorporate regular exercise. The weather in most places is fair in spring and summer. Get out into the fresh air and walk. All you need is a pair of good walking shoes and a safe place to walk. The best time is in the morning after Fajr prayers. Late evening may suit others. It sure beats sitting in front of the TV. Get ordinary bathroom weighing scales. Weigh yourself, set your personal goal of weight loss and write it down. Monitor and record your weight weekly.

Start walking slowly and time yourself. Make sure you warm up first and cool down after each exercise period. Listen to your body. Do not overdo it. As you get used to the exercise routine and build up physical endurance, you will begin to feel better. Make adjustments in your weekly work schedule gradually to accommodate time for exercise. Share your progress with other Ansār at monthly Ansār meeting.

### **Annual Sports Budget:**

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



## **13: Social Services (Ithar)**

### **Key Contacts:**

<b>Qā'id:</b>			
Name:	Habeeb M. Shafeek Jr.		
Cell:	(352) 551-7491		
Home:	(352) 383-5466		
E-mail:	HabeebS@aol.com		

### **Responsibilities of Muntazim Social Services**

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

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

#### **The Muntazim should:**

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

- Assess needs by conducting Local Needs Assessment (LNA).
- Select a specific need that your Majlis will address immediately.
- Develop plans to address selected need.
- Implement above plans.
- If feasible, select additional needs to address.

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

- Ø The number of Ansār involved in that specific Ithar activity.
- Ø The number of hours spent on Ithar.
- Ø An approximate dollar savings or value of the social service rendered.
- Ø Evaluate the effectiveness of implemented plans and make changes as needed.

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Conduct LNA & decide needs to be addressed.	Feb. 28, 2011	Social Services Guidelines	25
Develop & implement agreed program(s).	Every month	Local Service Delivery Programs, projects, models.	30
Formulate and submit timely reports	Monthly	Majlis Report Form	25
Reevaluate effectiveness of programs and efforts.	March 31, June 30, September 30 December 31, 2011	Social Services Guidelines	20

## **Social Service Guidelines**

Many Majālis have consistently demonstrated outstanding performance in social service work. These Majālis have produced excellent results, inspired local participation, and made a difference for many in need. The following guidelines are by no means comprehensive. Majālis are encouraged to innovate and address needs that are unique to their local communities.

Engage local Jamā'at members and community contacts to ascertain specific needs of local community. In addition, local Majālis are strongly encouraged to network and, partner with local agencies and community organizations where appropriate.

Each Majlis *must* initiate and sustain at least one social service activity:

- Work with potential volunteers to determine which needs will be addressed. Take into account what the volunteers are capable of doing.
- Discuss these needs with Qā'id Social Services to make him aware, and see how National Ansārullāh can then assist local effort. Ensure that plans are realistic and will generate suitable activities for reasonable number of Ansār in Majlis to participate.
- Develop specific plans to address selected needs. Who will do what, when and how? What resources they will need, who will provide them.
- Implement agreed plans in a timely manner.
- Document relevant details so that periodic assessment can be made. Report all social service activities performed during previous month. Reports should be accurate, concise, logical, and timely, utilizing standard report forms. Report should include: name of program, number of Ansār involved, total number of man-hours, details of activities, and resources. Include pictures if appropriate.
- Every few month evaluate results to see if the programs are serving their objectives. There is no harm in dropping a program or project that is not working. The Majālis may re-channel energy and resources into programs that are more effective in helping the community and achieving objectives of Social Service Department

Qā'id of Social Service will provide ongoing direction and appropriate motivation to those Nāzimeen/Zu'ama that are not consistently meeting the objectives outlined in the national social service plan.

Previous successful social service strategies have been, but not limited to:

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

## **14: Membership (Tajnid)**

### **Key Contacts:**

<b>Qā'id:</b>			
Name:	Munawar Ahmed Malik		
Cell:	(214) 641-5427		
Home:	(972) 429-5411		
E-mail:	munawarmalik86@yahoo.com		
Address:	1206 Maritime Ln, Wylie TX 75098		

### **Responsibilities of Muntazim Membership**

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

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

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

#### **The Muntazim should:**

1. Maintain complete membership record of all Ansār in local Majlis.
2. Maintain accurate contact information of all members
3. Report membership changes in Za'im's monthly report.

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Update Membership with latest contact information and send to Qā'id via email ( <i>any sensitive information sent via email must be in a password protected file</i> ).	April 20, 2011	Excel Spread sheet available from Qā'id	50
Update membership records with latest contact information and send to Qā'id	November 20, 2011	New Member Registration Form. Address Change Form	50

## **Membership Guidelines**

- Local Majlis's records should contain all active and inactive members.
- Report all membership changes to Qā'id Membership on the Monthly Report form.
- Twice a year, confirm accuracy and completeness of census data, update if necessary, and send to Qā'id Membership.
- Maintain following information in each column in Excel spreadsheet about every member:
  - Serial Number
  - Member Code
  - Last Name
  - First Name
  - Middle Name
  - Home Phone
  - Cell phone
  - Address
  - Email Address
  - Year of Birth
  - Profession

### **Process for Updating Records:**

- No change: If member details are correct, mark "no change" in the status column of Excel spreadsheet.
- Missing data: Enter missing/changed data in the appropriate field.
- Change of address: Complete Change of Address Form to update contact information, and give to local Jamā'at Finance Secretary (also inform Qā'id Membership as soon as possible).
- Moved out: If a Nāsir on the list has moved out of Majlis, write "Has moved to (Majlis name)" in status column.
- Died: If a Nāsir has passed away, write "Deceased on (date)" in the status column.
- No Member Code: Use Jamā'at Tajnid form to apply for member code through local Finance Secretary.
- New Member: If a Nāsir has moved into your Majlis and already has Jamā'at's member code then ask him to fill out the change of address form. Submit completed form either to local Finance secretary or send it to national headquarters. In addition, inform Qā'id Membership through Za'im using monthly report form.

## **15: Audit Plan**

### **Key Contacts:**

<b>Auditor:</b>		<b>Nā'ib Auditor:</b>	
Name:	Muhammed K. Owusu	Name	Mazhar Ul Haque
Cell:	(804) 512-8621	Cell	951-522-9886
Home:	(804) 201-4349	Home	951-360-6212
E-mail:	<a href="mailto:nsenkyire@gmail.com">nsenkyire@gmail.com</a>	E-mail	<a href="mailto:haque5121@yahoo.com">haque5121@yahoo.com</a>
Address	12508 Brightwater Ln Richmond, VA 23233-2413		

### **Responsibilities of Local Auditor**

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

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

#### **Local Auditor should ensure that:**

- Finance department activities adhere to internal control procedures. This relates to the collection of Chanda, handling of bank accounts, disbursement of expenses, and fund transactions.
- Monthly bank reconciliation for all accounts is performed and reconciled balances agree with deposit and withdrawal ledgers. (For Majālis with local bank accounts only) – This item will not be applicable after Feb 2011. See Finance plan for details and reason.
- Income and expense items in the financial statements including unusual variances to budget and prior years are reviewed.
- Proper approval/authorization for expenditure is in effect and properly documented.
- Reports prepared are accurate and inputs of data in computer system (if available) are done in a timely basis.

### **Purpose of Audit:**

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

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

### **Scope of Audit:**

1. Review finance department's activities to ensure adherence to internal control procedures. This relates to all financial transactions. For example, collection of dues, handling of bank accounts, and disbursement of expenses.
2. Review monthly bank reconciliation for all accounts and ensure reconciled balances agree with deposit and withdrawal ledgers (for Majālis with local bank accounts).

3. Review income and expense items in the financial statements including unusual variances to budget and prior years.
4. Ascertain that proper approval for authorization for expenditure is in effect and properly documented.
5. Review accuracy and timely input of data in computer system (if available).

### **Planned Activities - 2011**

1. Book-keeping methodology training for all Majālis.
2. Check reconciliation training for all Majālis with local bank accounts.
3. Business review of National Majlis Ansārullāh, USA accounts.
4. Individual Majālis audit (if warranted) will be determined after Qā'id Māl closes out Majlis's account for 2010.

### **Audit Guide**

#### **SCOPE**

The Audit Period is from January 1, 2010 to December 31, 2010. Since the records for the entire year cannot be audited, randomly selected sample months (2 or 3 months) would be selected for audit. The audit report to Sadr Majlis will cover selected months only.

#### **OBJECTIVE**

- Income and expense budgets are prepared in accordance with established guidelines.
- Majālis have made reasonable effort to meet the income budget in a timely fashion.
- Receipts are issued in a timely manner for all Chanda collected.
- Collections are deposited promptly.
- Reports are accurate and submitted on time.
- Funds collected are sent to Qā'id Māl per his instructions.
- Each bank statement is reconciled to the books and discrepancies resolved in a timely manner.
- All expenses are in line with the approved budget, are reasonable, properly approved, and backed by the supporting documents (receipts, contracts, etc.).

#### **PROCEDURE**

- Make audit objectives clear to the Majlis and understand their local obstacles/problems.
- Determine if approved income and expense budgets are reasonable.
- Determine if expenses are reasonable and will genuinely cover all the activities of the chapter.

#### **DOCUMENTS NEEDED FOR REVIEW**

- Approved budget.
- Income and expense report for the audit period.
- Supporting documents for all expenses (receipts, contracts and approvals).
- Bank statements for the audit period.
- Any letters or records to show that members were approached to improve their participation and increase in Chanda collection.
- Copies of monthly reports submitted to the Qā'id Māl.
- Supporting documentation for remittances/submissions to Qā'id Māl.

**AUDITING STEPS (Complete Schedule A)**

1. Review and determine if the income budget was reasonable. All members were included in the budget. If not, was reasonable effort made to include all the members in the budget?
2. Determine if all bank statements are properly reconciled to the books. Every bank statement must be reconciled to the books and all needed adjustments must be properly recorded.
3. Randomly select a reasonable number of dues collection transactions based on the size of the chapter (for a large chapter may be 20 transactions).
  - o When a check or cash was received, was a receipt issued in a timely manner?
  - o Were checks and/or cash deposited timely in the bank?
  - o Were funds sent to Qā'id Māl in a timely manner?
  - o Were mathematical errors noted?
4. Randomly select a reasonable number of expense transactions.
  - o Verify if receipts, contracts or other necessary documents properly support expenses.
  - o Verify if these transactions were properly approved and the costs were reasonable and necessary.
  - o The amounts on the approval, checks and books all agree with each other.
  - o The authorized persons signed the checks.
  - o The checks have more than one signature if required
5. Were prepared reports mathematically correct and sent to Qā'id Māl promptly?

**SCHEDULE A**

Month Selected	Step-1	Step -2	Step-3				Step-4					Step-5	
			1.	2.	3.	4.	1.	2.	3.	4.	5.		

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

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



# **Ijtimā' Information**



## Monthly Meetings and Ijtimā' Schedule

### **Ansār General Meeting:**

\_\_\_\_\_ of every month, at \_\_\_\_:\_\_\_\_\_

(See Za'īm responsibilities on page 24, and monthly meeting topics on page 98 of the handbook.)

### **Ansar 'Āmila Meeting:**

\_\_\_\_\_ of every month, at \_\_\_\_:\_\_\_\_\_

(See Za'īm responsibilities on page 24)

**Local Ijtimā': \_\_\_\_\_, 2011**

**Instead of monthly Ansār meeting**

**Regional Ijtimā': \_\_\_\_\_, 2011**

**National Ijtimā' and Shūrā: October 7-9, 2011**

**Friday 12:30 PM – Sunday 2:00 PM**

**Baitur Rahman Mosque, Silver Spring, MD**



# 2011 Regional Ijtimā'

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

Saturday, xx/xx/11 to Sunday, xx/xx/11

Ijtimā' Location (address & phone)

## Educational Competitions

### *Individual Competitions:*

- Recitation of the Holy Qur'ān
- Commentary on Hadith
- Impromptu Speech (3 min.)

### *Team Competitions\**

- Observation & Recall Religious & General Knowledge

## Sports Competitions (subject to change due to weather)

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

- Table Tennis
- Horse Shoe
- Darts
- Shot-put
- Basketball hoops

### *Team Competitions\*:*

- Volleyball
- Tug-of-War

Nāzim should change suggested program to suit local needs.

### Saturday, xx/xx/2011

12:00 PM Registration

#### Opening Session

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

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

12:40 PM Poem & Translation

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

01:00 PM Lunch & Zuhr/Asr Prayers

02:00 PM Educational Competitions

04:30 PM Sports Competitions

07:00 PM Dinner & Maghrib/Isha Prayers

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

09:30 PM Good Night

### Sunday, xx/xx/2011

Enter Tahajjud & Fajr Prayers

Time Darsul Qur'ān & Hadith (Missionary)

07:30 AM Breakfast

08:30 AM Educational Competitions

09:30 AM Tablīgh & Moral Training Discussion

#### Concluding Session

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

10:40 AM Poem & Translation

10:50 AM Prize Distribution

11:20 AM Concluding Address

(Sadr/Nāzim/Rep)

11:40 AM Ansār Pledge & Dua

(Sadr/Nāzim/Rep)

11:45 AM Group Photographs

12:00 PM Lunch & Zuhr/Asr Prayers

**Khuddām & Atfāl are cordially invited**



# Majlis Ansārullāh, USA

## 30th Annual National Ijtimā'

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

**Friday, October 7(12:00 PM) to Sunday, October 9, 2011 (2:00 PM)  
Baitur Rahman Mosque, Silver Spring, Maryland  
(19<sup>th</sup> Shūrā will start at 2:30 PM Immediately after Friday prayer)**

### **Educational Competitions**

#### ***Individual Competitions:***

- Recitation of the Holy Qur'ān
- Commentary on Hadith
- Impromptu Speech (3 min.)

#### ***Team Competitions \****

- Observation & Recall Religious & General Knowledge

### **Sports Competitions**

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

- 100 Yards Sprint
- Table Tennis
- Horse Shoe
- Darts
- Shot-put
- Basketball hoops

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

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

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

**Khuddām & Atfāl are cordially invited**

- Recitation of the Holy Qur’ān, Chapter 18 (*Al-Kahf*) Verse 111

قُلْ إِنَّمَا أَنَا بَشَرٌ مِّثْلُكُمْ يُوحَىٰ إِلَيَّ  
 أَنَّمَا إِلَهُكُمُ اللَّهُ وَاحِدٌ فَمَنْ كَانَ يَرْجُوا  
 لِقَاءَ رَبِّهِ فَلْيَعْمَلْ عَمَلًا صَالِحًا وَلَا  
 يُشْرِكْ بِعِبَادَةِ رَبِّهِ أَحَدًا ﴿١١١﴾

- Commentary on Hadith Number 27 (If the heart is good, all the other limbs get well) from Forty Gems of Beauty.

عَنِ النَّعْمَانِ بْنِ بَشِيرٍ قَالَ سَمِعْتُ رَسُولَ  
 اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ يَقُولُ إِنَّ  
 فِي الْجَسَدِ مِضْغَةً إِذَا صَلُحَتْ صَلُحَ  
 الْجَسَدُ كُلُّهُ وَإِذَا فَسَدَتْ فَسَدَ الْجَسَدُ  
 كُلُّهُ أَلَا وَهِيَ الْقَلْبُ - (بخاری)

Narrated by Hadrat Nauman Bin Bashir, Allah be pleased with him: I heard the Prophet of Allah (peace and blessings of Allah be on him) say, “In the body is a piece of flesh, when it gets well, the whole body gets well, and when it becomes unhealthy, the whole body gets unhealthy and hark! That piece is the heart.”

## Majlis Ansārullāh, USA

### Educational Competitions – Rules & Judging Criteria

#### Memorization of the Holy Qur’ān

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

#### Commentary on Hadith

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

#### Impromptu Speech

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

## Majlis Ansārullāh, USA

### Educational Competition Marking Sheet

**Event:**

- Recitation of the Holy Qur'ān  
 Commentary on Hadith  
 Impromptu Speech

Judge: \_\_\_\_\_

Signature: \_\_\_\_\_

Please see judging criteria before marking

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

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# **Shūrā/Election Section**



## Majlis Shūrā

### **Majlis Shūrā according to Constitution:**

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

**Rule 69:** Majlis Shūrā Ansārullāh shall represent National Majlis.

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

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

### **Shūrā Representatives:**

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

Election results for Shūrā delegates should be mailed or emailed to Qā'id Umumi before September 15, 2011 so that approval can be obtained and delegates can make travel arrangements.

### **Proposals for Majlis Shūrā:**

- Proposals for Majlis Shūrā should be discussed in a general meeting.
- They should be developed with general consensus of members of local Majlis.
- Scope of proposals should be national in nature.
- Proposals should be emailed to [qaid.umumi@ansarusa.org](mailto:qaid.umumi@ansarusa.org) by July 9, 2011.

All proposals received from Majālis will be presented to National 'Āmila for approval. Proposals selected by the National 'Āmila will be submitted to Khalīfatul-Masīh for approval. Approved proposals will be presented to Majlis Shūrā for deliberation at its meeting in October 7, 2011.

**Majlis Shūrā sub-committee deliberation guidelines:**

1. During the proceedings of the Majlis Shūrā sub-committee discussions should be focused on the proposals that are under discussion.
2. Recommendation of the sub-committee should not consist of general comments rather these should be specific and outline the following:
  - What should be done,
  - Give time-frame for the completion of the given task, and
  - Who is responsible for carrying out these tasks (Za'īm, Qā'id or individual member).

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ط

## Majlis Ansārullāh, USA

### Majlis Shūrā 2010

#### Recommendations by Sub-Committees

Hazrat Khalifatul Masih V has directed me to thank you for your letter of 13th October 2010 with which you have submitted recommendations of 18<sup>th</sup> Majlis Shura of Ansarullah USA (held on 8th – 9<sup>th</sup> October 2010) for approval.

It is to inform you that Hazrat Khalifatul Masih V has granted approval to all recommendations including the Budget 2011 without any amendment.

Hazrat Khalifatul Masih V prayed that may Allah help you with the implementations of the wishes of Ansar of USA as embodied in the recommendations.

### **Tablīgh Proposal:**

Huzur (ayyadahullahu ta'ala binasrihil-'aziz) has given target of contacting 2% of American population to introduce Jamā'at to Americans. What five measureable practices/methods should be adopted that will enable Majlis Ansārullāh to facilitate Jamā'at's efforts and achieve this target.

#### **Sub-Committee Report:**

The deliberations of the Tablīgh sub-committee started with recitation of Holy Qur'ān followed by Dua at 8:15 pm. Delegates from 28 Majālis participated in the proceedings.

Diverse methods were suggested by delegates to introduce Islām, Ahmadiyyat and Ahmadiyya Muslim community to American population and how to measure the effectiveness of these methods.

The following five most popular and effective methods were suggested by delegates because it is easier to gauge the success and effectiveness of these methods:

- 1) Distribution of "Muslims For Peace" flyers
- 2) Organize book fairs/Tablīgh Stalls
- 3) Lectures on Islām and interfaith dialogue ( local libraries, schools and colleges)
- 4) Use of Radio, Television and internet blogging
- 5) Hold various ethnicity based outreach programs. (Build relationships with African-Americans, Hispanics, South-east Asians)

#### **Effectiveness of Method No 1:**

Majority of the delegates agreed that in their experience distribution of the "Muslims For Peace" flyers has been a very effective tool of introducing Ahmadiyya Jamā'at to Americans. This method promotes one to one contact in accordance with the directive of Huzur (aba) and helps remove doubts about the notion that all Muslims subscribe to the practice of violent Jihad. This method has worked with neighbors, at book fairs, flea markets, schools and work place.

### Effectiveness of Method No: 2

Book fairs, Tabligh stalls and Book Mobiles at flea markets and city, county and state fairs are also seen as effective methods of getting the message across to Americans as these methods not only promote interaction with non Ahmadi Muslims but also offers an opportunity to visit smaller towns in various counties.

### Effectiveness of Method No: 3

Intellectual outreach programs, such as. Organizing lectures on Islām at local libraries, colleges and universities, can increase awareness about Islām Ahmadiyyat among the educated class of Americans.

Making contacts with leaders of other faiths and interfaith dialogue have also proved to be quite successful methods of building relationships with people of various disciplines. This is also a good way to make one to one contact and helps remove any feelings of mistrust and misconceptions that an average American harbors against Muslims in general and Islām in particular. Delegates who participated in the interfaith dialogues received positive response and results were encouraging. As such, there is a need to increase the interfaith programs.

### Effectiveness of Method No: 4

A few Majālis have been hosting radio programs on English and ethnic radio stations. Some delegates emphasized the need to broaden the use of internet blogging, print and electronic media to introduce the Ahmadiyya Jamā'at to non-Ahmadi Muslims as such efforts reach a wide range of audience in a short period of time.

### Effectiveness of Methods No: 5

Some delegates felt the need to get more converts involved in Tabligh activities in order to attract people from various ethnic groups such as Afro American, Hispanics, etc. Moreover, social service activities, such as, distributing free food to the hungry, helping the homeless, volunteering at local hospitals, hospice care facilities can be very effective ways of providing positive exposure to the Ahmadiyya Muslim Community.

Delegates stressed on the necessity of dua in all Tabligh efforts and also to live the life of a true Ahmadi in order to become role model for others.

## Tarbiyat Proposal:

Tarbiyat is an ongoing process and requires constant effort by parents to ensure that Ahmadi families understand and adhere to the Islāmic culture. What five measurable best practices should be adopted or changed to inculcate Islāmic Culture in Ahmadi families.

### Sub-Committee Report:

Sub-committee meeting started at 8 PM with the recitation of Holy Qur'ān. Twenty five of 26 members attended the meeting which ended with Dua at 10 PM on Friday, October 8, 2010.

Every member participated and provided valuable input in the discussion.

Draft recommendations were reviewed again by some of the member on Saturday, October 9 at 12 PM. Final recommendations are presented below:

### Definition of "Measurable" (Best Practices)

- Measurable in terms of tracking progress
- May not be quantifiable
- Measured by the family at home for their own assessment of progress

### Summary of 5 Measurable Best Practices To Inculcate Islāmic Culture:

1. Emphasize importance of Dua (prayer)
2. Self-examination
3. Prioritize daily actions based on the teachings of the Holy Qur'ān, life of the Holy Prophet (sallallahu 'alaihi wasallam) and life of the Promised Messiah (alaihi salaam)
4. Lead by example
5. Monitor implementation/results

### Details of 5 Measurable Best Practices To Inculcate Islāmic Culture:

1. Emphasize the Importance Of Dua (Prayers)
  - a. Pray for your family on regular basis
  - b. Add relevant prayers to Ansār Syllabus
  - c. In your family, inculcate the habit of praying for self and others.
  - d. Emphasize that God is the provider of everything
2. Self-Examination - Am I doing what I am asking my family to do to inculcate Islāmic Culture in the family?
3. Prioritize daily actions based on the teachings of the Holy Qur'ān, life of the Holy Prophet (sallallahu 'alaihiwasallam) and life of the Promised Messiah (alaihi salaam):
  - a. Daily Prayers
  - b. Recitation of the Holy Qur'ān on daily basis
  - c. Understanding Qur'ān
  - d. Reading life history of companions of the Holy Prophet (sallallahu 'alaihiwasallam) and companions of the Promised Messiah (alaihi salaam).

- e. Watching MTA (Huzur's Khutba/Discuss in the family)
  - f. Reading Jamā'at Literature
  - g. Link with the Mosque/Participation in programs
  - h. Writing letters to Huzur
  - i. Attending Ta'lim/Tarbiyat classes
  - j. Spouse's behavior towards each other
  - k. Parents' behavior towards children
  - l. Keeping promises/commitments
  - m. Enhancing level of Taqwa
  - n. Communication with children
  - o. Eat together (at least one meal a day)
  - p. Express feelings/Show compassion (hug)
  - q. Parents' sacrifice of time and effort (take family to the Mosque)
  - r. Domestic etiquettes (help each other)
  - s. Importance of Dua (Pray for children)
4. Lead By Example
5. Implementation / Results
- a. Be Very Patient and understanding
  - b. Start at early age
  - c. Set up a routine or program (at home)
  - d. Clear and consistent expectations
  - e. Monitor progress
  - f. Recognize progress/Appreciate
  - g. Hold a "Family Day"
  - h. Peer learning environment
  - i. Family Q& A Sessions - More often (Tarbiyat Workshop is an example).
  - j. Periodic evaluation of the results and adjust accordingly

## Ta'lim/Ta'limul Qur'an Proposal:

Various Majālis are making effort to conduct regular classes within their Majlis. Two years ago online Ta'limul Qur'an classes were started at the National level. However, it is felt that there is a lot of room for improvement for learning the correct recitation, learning the meaning, and understanding its explanation at all levels. What three measurable steps can be taken to improve these efforts? *(Submitted by National 'Āmila)*

### Sub-Committee Report:

The meeting started with Tilawat and Dua at 8:15 PM in the Baitur-Rahman Mosque library, with Syed Sajid Ahmad as the chair and Syed Fazal Ahmed as the secretary.

The chairman read out the Ta'lim/Ta'limul Qur'an proposal, and asked all delegates to introduce themselves with a brief note about their understanding of the proposal and some very brief initial comments and suggestions. The introductions were followed by general discussions of various suggestions. Members presented their experiences and deliberated the proposal in detail.

All members nominated for this sub-committee were involved in Ta'limul Qur'an activities in their Majālis. Therefore, they had firsthand experience of the general situation concerning the education of the Holy Qur'an in the Jamā'at. They had already tried various methods to improve the situation. Their suggestions proved to be very relevant and useful.

The above proposal was disseminated into the following two categories:

- A) How to improve the learning of the correct recitation, the meaning, and understanding its explanation at all levels.
  - B) What three measurable steps can be taken to improve these efforts?
- A) How to improve upon the learning of the correct recitation, the meaning, and understanding its explanation at all levels:
- a. It was felt strongly that the current level of education of the Holy Qur'an (reading, translation, and understanding) needed improvement. It was the general feeling of the subcommittee that either the members did not know that they needed to make an improvement in their current standing or they were not motivated. Realizing this fact we need to make members understand and motivate to improve, we must gauge their current level.
  - b. The sub-committee was of the opinion that the most effective way of learning is one-to-one or live class at the local level. Therefore, it is necessary that there be regular classes at local level. The local classes will be complemented by ongoing online/telephone classes conducted by the national Ta'limul Qur'an department and numerous other resources. One of the additional resources available at local level for Ansār is to organize telephone class at local level, one-to-one or in small groups.

- c. It was emphasized that there is a lack of Qur'ān study at home at family level. Therefore, the effort should start at home at family level. Zu'ama should implore and encourage Ansār to conduct daily or at least weekly formal study time within their family sphere.
- d. Classes for new converts should be held on regular basis and syllabus should be designed for new converts keeping in mind their needs.

B) What three measurable steps can be taken to improve these efforts:

- a. In order to gauge the current level of understanding of the knowledge of Qur'ān (recitation, meaning and understanding) at Majlis level, the Qā'id Ta'līmul Qur'ān should establish a standardized assessment form to gauge the current standing of a member. This form should be made available on line and in printed form. The Qā'id should distribute the form at the Ansār Leadership Conference 2011 and guide the Zu'ama in its use. Once completed, this assessment report shall be submitted by each Za'im by April 2011. The National office will use the results to follow-up on improvements.
- b. The Qā'id Ta'līmul Qur'ān, with the help of Nāzimeen and Qā'ideen, should establish a regular contact with the Zu'ama /TQ Muntazim in order to assure local activities and get progress report.
- c. The national Ta'līmul Qur'ān office shall make available the lessons of "*Yassarnal-Qur'ān*" and some selective portion of the Holy Qur'ān on CD/DVD. In addition, the common mistakes in the recitation of the Holy Qur'ān should be provided on CD/DVD.

The meeting concluded with Dua at 9:58pm.



## Finance Proposals:

1. At the National level several efforts are being made to improve Ansār Chanda collection. For example, regular reminders were sent to Zu'ama, announcements were published in Ansār Newsletter, and Zu'ama were regularly asked to contact members who do not pay Chanda. However, it is felt that there is still room for improvement in Chanda collection. What measurable steps can be taken to improve Chanda collection?
2. Review and recommend Majlis's income and expense budget for 2011.

### Sub-Committee Report

Recitation of the Holy Qur'ān was done by Kalim Rana (Houston North) and Dua was led by Mohammad Owusu.

1. Measurable Steps to improve Chanda Collection:
  - a. All Majālis should submit their income and expense budgets on the proper template by the due date to be announced in the Majlis Ansārullāh national calendar (Scope: National and Local).
  - b. Track and report the number of non-Chanda paying members along with the budget (Scope Local).
  - c. Every month, Za'im/Muntazim Māl should contact every member (who has not fully paid). Za'im/Muntazim Mal should include the results of his contacts in the monthly Finance Report. For example: letters sent out, phone calls made and possibly in person meetings held (Scope: Local).
  - d. Qā'id Māl should create monthly template to track budget versus collection and send to Zu'ama/Muntazimeen Mal (Scope: National).
  - e. If Muntazim Mal is not discharging his duties then he should be replaced (Scope: National and Local).
2. Review and recommend Majlis's income and expense budget for 2011:
  - a. There were few minor errors were found and corrections have been incorporated in the budget document presented to Shūrā members.

The sub-committee report was accepted as is by unanimous show of hands. Nobody reserved the right to speak against the vote.

Meeting started at 8:15 pm and concluded at 10:30 pm.

## Rules for Conducting Ansār Elections

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

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

1) **Term Limits:** No person shall be elected to the same office for more than three consecutive terms. However, Hadrat Khalīfatul-Masīh may waive off this condition in case of Sadr Majlis or Nā'ib Sadr Saf Dom. The Sadr Majlis may waive off this condition in case of other office-bearers.

2) **Character:** The elected person should be regular in congregational prayers, be truthful, honest, and have regard for the institutions of the Silsila 'Aliya Ahmadiyya and the Majlis. He should observe the Islāmic Sharia. He should have a beard. In case of an exception it shall be necessary to obtain permission from Sadr Majlis.

3) **Due Status:** In compliance with Rule 22 of Ansār Constitution, he should be a regular dues paying member of the Jamā'at and Majlis Ansārullāh. A regular dues paying member is one who is not in arrears of:

- a. Obligatory dues ('Ām, Wasiyyat) for more than six months and Chanda Jalsa Salana for more than one year (please check status with the Jamā'at Finance Secretary), and
- b. Majlis Ansārullāh dues for more than six months and Chanda Salana Ijtimā' for more than one year (these rules were amended by Huzur (ayyadahullahu ta'ala binasrihil-'aziz) on December 12, 2010).

This condition will not apply to those who have taken permission from the appropriate office to pay up the arrears in installments or have been permitted to pay dues at a reduced rate. However, such a person will not be elected to any office or membership of Majlis Shūrā except with prior permission of the Markaz (Center).

4) **Eligibility:** Any member who has paid dues can be elected (including one serving as Nāzim or Qā'id, or a Khādim who turns 40 before the start of his term (January 1) (confirm dues status with Majlis Khuddāmūl Ahmadiyya) except:

- a. One who by-passes local Jamā'at and sends dues directly to Center.
- b. One against whom disciplinary action was taken by Jamā'at and three years have not passed since his pardon.

c. One who misused Jamā'at or Auxiliary funds (until three years after his pardon).  
If a person is subjected to disciplinary action two times, he shall never be eligible to hold any office.

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

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

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

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

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

## Procedure for Electing Sadr Majlis & Nā'ib Sadr Saf Dom

The constitution of Majlis Ansārullāh, USA requires that Sadr and Nā'ib Sadr Saf Dom be elected every two years for a two year term beginning on January 1 of the following year. The election is held during Majlis Shūrā in each odd numbered year. Procedure for election is:

1. Each Majlis will propose name for Sadr and Nā'ib Sadr Saf Dom, and send this information to Qā'id Umumi for presentation to the National 'Āmila (due by July 31).
2. Majlis 'Āmila will send selected names to Hadrat Khalīfatul-Masīh for his approval.
3. List of all approved names will be sent to each Majlis, which, in a general meeting called for this purpose, will select ONE of these names by majority vote to be their choice for Sadr.
4. Majlis will direct their Shūrā representative to vote for this person during election at Majlis Shūrā.

Same procedure is used for election of Nā'ib Sadr Saf Dom except that nominee for Nā'ib Sadr Saf Dom should not be above 47 years of age.

## Elections During 2011

Elections should be conducted in accordance with the rules and regulations as published in the Constitution of Majlis Ansārullāh. A summary of these rules is listed on previous page titled “Rules for Conducting Elections”.

**During May/June** each Za’im is requested to call a general meeting to:

- Propose name for Sadr
- Propose name for Nā’ib Sadr Saf Dom
- Select proposals for deliberation at Shūrā.
- Elect Shura representatives for the year 2011

Nominations for Sadr Majlis and Nā’ib Sadr Saf Dom should be taken in a general meeting. A person’s name should be proposed and seconded before a nomination can be finalized.

Nominations results for both Sadr and Nā’ib Sadr Saf Dom should be sent to

[Qaid.Umumi@ansarusa.org](mailto:Qaid.Umumi@ansarusa.org) within one week of holding the election or by July 9<sup>th</sup> whichever comes first. Shūrā proposals should be sought and selected by majority vote before they are sent to [Qaid.Umumi@ansarusa.org](mailto:Qaid.Umumi@ansarusa.org). At this time, Shūrā delegate elections should be done as well.

*It is important to adhere to this deadline as it takes time to check status of dues of nominated individuals, present their names to ‘Āmila for approval, then send selected names to Huzur (may Allah be his support), receive approved names from Huzur (may Allah be his support), and finally communicate approved names to Zu’ama for the next step in the election procedure – all within one month!*

By the middle of August each Za’im will receive names approved by Hazrat Khalīfatul Masīh for the election of Sadr Majlis and Nā’ib Sadr Saf Dom.

**During August/September** each Za’im is requested to call a general meeting in which names approved by Huzur (may Allah be his support) should be presented to members who should select ONE of these names by majority vote to be their choice for Sadr Majlis. This procedure should be repeated for Nā’ib Sadr Saf Dom. Members should select ONE name by majority vote to be their choice for Nā’ib Sadr Saf Dom.

Local Majlis will direct their Shūrā representative (who have been already elected during May/June time frame and approved by Sadr Majlis) to vote for these persons during election at Majlis Shūrā in October.

**Per instruction of Hazrat Khalīfatul-Masīh delegates from defaulting Majālis may not be permitted to participate in election of Sadr Majlis and Nā’ib Sadr Saf Dom.**

**During October/November** each Majlis should hold election for Za’im for the next two year term January 1, 2012 to December 31, 2013.

## Frequently Asked Questions Regarding Elections:

- Q1: How many Shūrā Representatives you need to elect?
- A1: You need to elect one Shūrā representative for every 20 eligible (Chanda Paying) Ansār members. If Tajnid of a Majlis is between 1-20, one Shūrā representative should be elected, if Tajnid of a Majlis is between 21-40, elect two Shūrā representatives. Please note that Zu'ama are ex-officio members of the Shūrā. The election of the Shūrā representatives is in addition to the za'im of the given Majlis.
- Q2: Can Za'im hold the "Shūrā election"?
- A2: Yes, Za'im can hold the Shūrā representative election because Za'im is ex-officio member of Majlis Shūrā and his name cannot be presented as Shūrā representative.
- Q3: Can those individuals who are holding a "higher" office (such as Regional Nāzim, or National 'Āmila members of Majlis Ansārullāh etc.) be proposed for the Shūrā Representative Elections?
- A3: No, all regional Nāzimeen and National Ansār 'Āmila members are ex-officio members of the Majlis Shūrā. However, if there is a Jamā'at National 'Āmila member in a local Majlis, his name can be proposed as delegate for Majlis Shūrā of Majlis Ansārullāh.
- Q4: Who is eligible member for election?
- A4: A person who is not in arrears of his dues (Ansār or Jamā'at Chandas) is eligible voter and his name can be proposed for election. Only those should participate in the election who are eligible to be elected. Only exception to the rule is when someone has obtained permission from Huzur (ayyadahullahu ta'ala binasrihil-'aziz) for the Jamā'at dues or Sadr Majlis for Ansār dues to pay these at a reduced rate. This person can vote but cannot be elected to any office.
- Q5: What are Chanda status requirements as far as Jamā'at and Ansār Chanda is concerned?
- A5: Person who is eligible to vote or be elected to any office:
- Should NOT be in arrear of Jamā'at Chanda for more than 6 months and Chanda Jalsa Salana for more than 1 year,
  - Should NOT be in arrear of Tahrīk Jadīd and Waqf Jadīd for more than 3 years,
  - Should NOT be in arrear of Ansār Chanda for more than 6 months and Chanda Ijtimā' for more than 1 year (these rules were amended by Huzur (ayyadahullahu ta'ala binasrihil-'aziz) on December 12, 2010).

- Q6: Upon enquiring from the Center (headquarters), it was advised that for the Ansār elections Jamā'at Obligatory Chanda 'Ām paying eligibility is not applicable.
- A6: Jamā'at dues (Chanda) are obligatory and it is incorrect to state that "in the Ansār elections Jamā'at Obligatory Chanda 'Ām paying eligibility is not applicable." Please see constitution of Majlis Ansārullāh which is approved by Hazrat Khalīfatul Masīh. This constitution clearly states that anyone who has more than six months arrears in dues of Jamā'at Chanda cannot take part in the elections. Please carefully read Rule 22 on Page 6 & 7 of the constitution of Majlis Ansārullāh, especially Item 2 (iii) on Page 7.
- Q7: Rule 29 of Majlis Ansārullāh constitution states that "The quorum for an election shall be one half of the total members of the Majlis concerned." Does this mean one half of the total Tajnid (membership) or one half of the eligible voters?
- A7: Hazrat Khalīfatul Masīh V (ayyadahullahu ta'ala binasrihil-'aziz) has directed that the quorum will include total members of a Majlis as stated in section 29 but Ansār who are in arrears by a year (for Ansār due) they cannot vote or stand for any office.

Huzur pointed out that it seems that above instruction clashes with Section 22 (ii) but Huzur explained that "by inclusion of non-payer(s) in the quorum provides opportunity to the office bearer as well as to the Ansār to correct the situation by becoming a payer or to remove any clerical error by which one is regarded as a non-payer. By inviting all members will highlight the problem and may help to resolve the problem of non-payer." However, during the second attempt to hold election (if election does not take place, first time, due to lack of quorum), the quorum requirement is 1/3<sup>rd</sup> of the total Chanda paying members.

# MAJLIS ANSĀRULLĀH, USA

## Election Results Form

Results for \_\_\_\_\_ Election. Term Ending \_\_\_\_\_

Election should be conducted according to the rules printed in the Constitution of Majlis Ansārullāh and provided in this handbook

Majlis: _____	Tajnid: ____	No. of Eligible Voters: ____			Eligible Voters Present: ____	
Name Proposed	Proposed By	Seconded By	Votes	Chanda Status	Brief Introduction	Member Code, email and phone
_____	_____	_____	____	<input type="checkbox"/> OK	_____	Code: _____ E-mail: _____ Address: _____ Phone: _____ Cell Phone: _____
_____	_____	_____	____	<input type="checkbox"/> OK	_____	Code: _____ E-mail: _____ Address: _____ Phone: _____ Cell Phone: _____
_____	_____	_____	____	<input type="checkbox"/> OK	_____	Code: _____ E-mail: _____ Address: _____ Phone: _____ Cell Phone: _____
_____	_____	_____	____	<input type="checkbox"/> OK	_____	Code: _____ E-mail: _____ Address: _____ Phone: _____ Cell Phone: _____

Recommendations/Comments: \_\_\_\_\_

Shūrā Proposal(s) if applicable: \_\_\_\_\_

Date of election: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_



# **Monthly Report Section**



# Majlis Ansārullāh, USA

## Za'īm Monthly Report for 2011

**Reports are to be submitted online every month  
by the 7<sup>th</sup> of the next month**

### **How to Submit Online Monthly Report?**

Either you can go to [www.ansarusa.org](http://www.ansarusa.org) and click Reports and then Za'īm Monthly Report from the top line menu items or you can type the link below in your browser and press "GO" to submit the report:

[http://www.ansarusa.org/form2/main\\_login.php](http://www.ansarusa.org/form2/main_login.php)

The reporting process is to follow these steps:

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

In case, you have any more questions regarding the submission of monthly reports, please contact Qā'id Umumi via email ([qaid.umumi@ansarusa.org](mailto:qaid.umumi@ansarusa.org)) or by calling him at cell (732-801-4657 or home (218-724-3131).

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# Majlis Ansārullāh, USA

## Nāzim Monthly Report for 2011

Reports are to be submitted online every month  
by the 12<sup>th</sup> of the next month

### How to Submit Online Monthly Report?

The Nāzimeen monthly report should be sent to Sadr Majlis and copy to Qā'id Umumi via email. The following form will be emailed to all Nazimeen which needs to be completed by each Nazim every month and emailed to Sadr Sahib and copy to Qā'id Umumi.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

### Majlis Ansarullah, U. S. A.

#### Reginal Nazim's Report Form for 2011

Reports are to be submitted for every month, by the 12<sup>th</sup> of following month

Report Period:	Select month ± 2011
Region:	Select ...
Nazim:	<input type="text"/>
How many Majlis of your region have submitted the online report?	
<input type="text"/>	
How many Zoama of your Majlis did you communicate either with email EXCHANGE or via phone conversation?	
<input type="text"/>	
How many Majlis of your region did you visit in person?	
<input type="text"/>	
Comments	
<input type="text"/>	

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

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ط

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

### Scholarship Purpose and Scope:

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

### Application Requirements and Process:

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

### Continued Support:

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

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

## Finance - Monthly Report

Use Excel version from ansar website and email to [finance@ansarusa.org](mailto:finance@ansarusa.org) by 7<sup>th</sup> of every month

	<b>Monthly Income Report</b> Majlis:	Month:			Amount of Deposit:		
		Year:	2011		Date of Deposit:		
Za'im:		SUMMARY	Chanda	Donation	TOTALS		
Muntazim Mal:		This Month:					
Telephone:		This year:					
Email:		Budget:		<<<--- Enter Budget here .			
Note:		Balance:		= Budget - Collected this year			
Receipt #	Member Code	Name	Check # or 'Cash'	Chanda Paid	Donation Amount	Details	Total
		TOTAL					

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## Majlis Ansarullah, USA Annual Income Budget

Majlis: \_\_\_\_\_ Year: \_\_\_\_\_

Prepared By: \_\_\_\_\_

No:	Name	Jama'at ID	Phone Number	Current Year's Take Home Adjusted Yearly Income	Current Year's Annual Budget 20__ __				Next Year's Take Home Adjusted Yearly Income	Next Year's Annual Budget 20__ __			
					Ansar	Ijtima	Isha'at	Total		Ansar	Ijtima	Isha'at	Total
0	First - Last Name (Sample)	99999	999-999-999	\$20,000.00	\$200.00	\$25.00	\$10.00	\$235.00	\$22,000.00	\$220.00	\$27.50	\$10.00	\$257.50
1													
2													
3													
4													
5													
6													
7													
8													
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11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
<b>Total</b>													



**Majlis Ansarullah, USA  
Expense Voucher**

**A. Requestor:**

Name: \_\_\_\_\_  
 Member Code: \_\_\_\_\_  
 Masjid: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**B. Mail Check to:**

Name: \_\_\_\_\_ Code: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**C. Expense:**

Please Check one  
 Local Masjid / Event  
 Regional Office / Event  
 National Office / Event

Date of request: \_\_\_\_\_  
 Purpose of expense: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Approver's Initials: \_\_\_\_\_ (Or: approver if submitting by email)

**D. Details:**

Date of Expense	Reference <sup>1</sup>	Description <sup>2</sup>	Amount (\$) on receipt(s)	Eligible amount <sup>3</sup> (\$)	Account code <sup>4</sup>
example 9/14/2010	#1 - Airfare	Airfare for member travel to National (line on 10/6/2010)	\$ 200.00	\$ 140.00	315
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	

**E. Signature**

Above expenses are reimbursable in accordance with guidelines of Majlis Ansarullah USA.  
 I am a regular Dues paying member of Majlis Ansarullah in good standing.

Signature: \_\_\_\_\_ (enter Member code if submitting via email)

200 Tabligh	Account Codes		400 Tahir Scholarship
210 Tarbiyat	280 Publication		410 Bank Fee
220 Ta'lim	281 Newsletter Pub	311 'Amila Travel	420 Office Supplies
230 Ta'limul Qur'an	282 Al-Nahl Pub	312 Shura Travel	430 Telephone
240 Hospitality	283 Books Pub	313 Office Travel (special)	440 Postage
250 New Converts	284 International Pub	314 Regional Travel	445 Equipment
260 Health	300 Transportation	315 Zofama Travel (ALC)	450 Facilities
270 Social Service	310 Travel	316 Member Travel (Jilima)	600 Unforeseen

- Notes:**
- <sup>1</sup> Attach all receipts before submitting
  - <sup>2</sup> For group travel, enter all names
  - <sup>3</sup> Leave blank if not known
  - <sup>4</sup> Use correct account code
- Except with prior approval ...
- \* No reimbursement for meals or hotel
  - \* For air travel, no reimbursement for checked bags or insurance.
  - \* Two week advance purchase required

**For National Amila Use Only:**

Serial No.: \_\_\_\_\_  
 Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Date issued: \_\_\_\_\_  
 Approved By Sadr Masjid: \_\_\_\_\_  
 Approved By Qaid Mak: \_\_\_\_\_

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

### AHMADIYYA MOVEMENT IN ISLAM USA

15000 Good Hope Road, Silver Spring, MD 20905

Phone: 301-879-0110

Fax: 301-879-0115

#### Member's Information Form

Date:     
Month Day Year

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

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

Mr.  Miss.  Mrs.

Last Name:

First Name:

Middle Name:

Other Name:

Father's Name:

Address:

City:  State:  Zip:

Home Phone:

Home Fax:

Busi. Phone:  Ext.

Busi. Fax:

Other Phone:

Other Fax:

Profession:

Highest Education:  Year Edu. Completed:

Head of Family:  Yes  No

If no: Relation with HOF:

Member code HOF:  if avail.

Sex:  Male  Female

Marital Status:  Single  Married  Engaged  
 Seperated  Divorced  Widow

Ahmadi By Birth:  Yes  No

If no: Year of Bait:

Country of Bait:

Date of Birth:     
Month Day Year

Country of Birth:

Tanzeem:  or Age:  YEARS

Earning Status:  Earning  Non Earning

Moosi:  No  Yes  Applied  
 Cancelled  Suspended

If yes: Wassiyat #:  Rate: 1 /

Do you have MTA Dish:  Yes  No

*Fillout the following for dependents under 16 years of age:*

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

For Local Jamaat Official Use Only

for newly arriving members in USA:

For Local Jamaat Official Use Only

For Head Office Use Only

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

Entered By:   
 Date:   
 Verify By:

# AHMADIYYA MOVEMENT IN ISLAM USA

15000 Good Hope Road, Silver Spring, MD 20905

Phone: 301-879-0110

Fax: 301-879-0115

## Change Of Address Form

Member Code : \_\_\_\_\_

Effective Date: \_\_\_\_\_  
Month Day Year

Member Name: \_\_\_\_\_  
Last First Middle

New Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Fax: \_\_\_\_\_

Busi. Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Busi. Fax: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Other Fax: \_\_\_\_\_

New Branch (Jamaat): \_\_\_\_\_

New Halqa: \_\_\_\_\_

Do the above change apply to the entire family?  Yes  No

Any Remarks / Instructions: \_\_\_\_\_

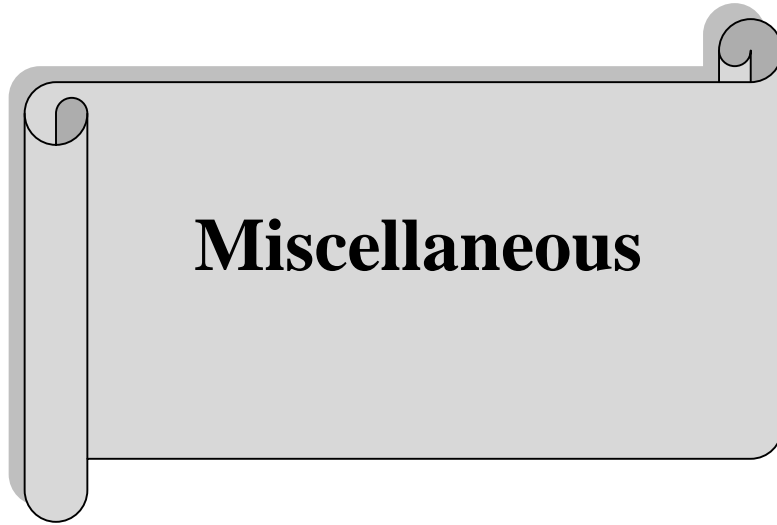
Old Address: \_\_\_\_\_  
\_\_\_\_\_

Old Phone: \_\_\_\_\_ Old Branch (Jamaat): \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_





## Office Matrix and Commonly Used Terms

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

## Proposed Topics for Monthly Meetings

Month	Holy Qur'an *	Hadith	Books	Moral Training **	Tabligh	Health
Jan	Sura Al-Kahf (Ch.18) Introduction	Forty Gems of Beauty Hadith # 21	Message of Peace Paighame Sulah	Conditions of Bai'at and our duty towards the future generations (FS 1-Oct-10)	What is Ansār's Tabligh plan for the year 2011	Sleep and Stress Management
Feb	Sura Al-Kahf (Ch.18) Verses 1-3	Forty Gems of Beauty Hadith # 21	Message of Peace Paighame Sulah	Striving in the way of God (FS 3- Sep-10)	What is Ansār's Tabligh plan for the year 2011	Influenza & Pneumonia
Mar	Sura Al-Kahf (Ch.18) Verses 4-5	Forty Gems of Beauty Hadith # 22	Message of Peace Paighame Sulah	Harmful innovations in religion (FS 29-Oct-10)	Distribute Muslim for Peace & Muslim For Loyalty flyers	Vision & Hearing
Apr	Sura Al-Kahf (Ch.18) Verses 6-7	Forty Gems of Beauty Hadith # 23	Message of Peace Paighame Sulah	Excellence of the Holy Qur'an and belief in the unseen (FS 20- Aug-10)	Survey the experience in distributing flyers	High Blood Pressure
May	Sura Al-Kahf (Ch.18) Verses 8-9	Forty Gems of Beauty Hadith # 24	Message of Peace Paighame Sulah	Glorify the name of thy Lord (FS 14-May-10)	How ethnic based outreach program can be undertaken by Majlis.	Health Examination
Jun	Sura Al-Kahf (Ch.18) Verses 10-11	Forty Gems of Beauty Hadith # 25	Message of Peace Paighame Sulah	How to become grateful servants of God (FS 23-Apr-10)	Lessons learned from the distribution of flyers and outreach effort by local Majlis	Diabetes Mellitus
Jul	Sura Al-Kahf (Ch.18) Verses 12-13	Forty Gems of Beauty Hadith # 26	How to be free from Sin	Requisites of acceptance of prayer (FS 13-Aug-10)	Plan Tabligh activities for the month of Ramadan	Balanced Diet and Exercise
Aug	<b>Ramadan Break</b>					
Sep	Sura Al-Kahf (Ch.18) Verses 103-105	Forty Gems of Beauty Hadith # 27	How to be free from Sin	Aspects of Spiritual Rizq (Provision) and Divine attribute of Al Hasib (The Reckoner) (FS 19-Mar-10)	Discuss the importance of being persistent in the area of Tabligh.	Over Weight and Obesity
Oct	Sura Al-Kahf (Ch.18) Verses 106-107	Forty Gems of Beauty Hadith # 28	How to be free from Sin	Nur (Light) of the Holy Prophet (peace and blessings of Allah be on him) (FS 22-Jan-10)	Discuss inspiring events in the area of Tabligh in your Majlis. What worked and what to avoid?	Tobacco & Alcohol Heart Disease
Nov	Sura Al-Kahf (Ch.18) Verses 108-109	Forty Gems of Beauty Hadith # 29	How to be free from Sin	A discourse on thankfulness (FS 6-Aug-10)	Importance of walking the talk and practicing what you preach	Colon Cancer
Dec	Sura Al-Kahf (Ch.18) Verses 110-111	Forty Gems of Beauty Hadith # 30	How to be free from Sin	Importance of Friday and new year (FS 1-Jan-10)	Why Ansar need to excel others in the area of Tabligh?	Managing Your Cholesterol

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

\*\* FS refers to Friday Sermon by Hadrat Khalīfatul-Masīh (ayyadahullah) available at <http://alislam.org/archives>.

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