

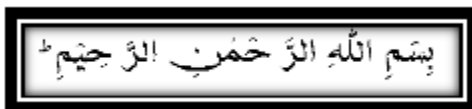


## **Majlis Ansārullāh USA**

Sadr: Dr. Wajeeh Bajwa

<http://www.ansarusa.org>





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## **Aims and Objectives of Majlis Ansārullāh**

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

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# Foreword

Dear Ansār Officers

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

The purpose of this handbook is to offer guidelines for implementation of Majlis Ansārullāh's plan for the coming year which is carefully developed by each Qā'id for his department. I am confident that all Zu'amā will do their best to ensure that each plan presented in this handbook is fully executed and implemented. The Ansār membership will undoubtedly also do its part by co-operating with these efforts. I hope and pray that each of us will continue to make our utmost effort to unite in mutual co-operation and to gain maximum benefit from this plan.

Each of us faces difficulties in our lives even as each of us struggles to better our spiritual self. Nevertheless we cannot deny that we are still the most fortunate of people. We are unified in the immense gratitude we all feel for being blessed with the teachings of Islam Ahmadiyyat in our lives. As territorial strife and economic turmoil continue to overshadow the condition of our world today, let us focus on our unity of purpose and our gratitude, on all that we can do to uphold these and never take them for granted. We belong to the generation who has seen the most changes in the attitude of others towards our faith. The surest way to ensure that our efforts bear fruit for our younger generations is by exemplifying the true meaning of gratitude with every step we take, by maintaining our unity within the living teachings of Islam Ahmadiyyat.

The Promised Messiah (peace be on him) writes:

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

Gratitude can unlock the fullness of life; it transforms whatever we have into enough, more than enough. It can turn denial into acceptance, chaos into order, and confusion into clarity. It can turn a meal into a feast, a house to a home, a stranger into a friend. Gratitude makes sense of our past, brings peace for today and provides us a vision for tomorrow.

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



Dr. Wajeeh Bajwa  
Sadr

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## Ansār Pledge

Say this part three times:

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

*ash 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 – 2012

Increase attendance in meetings by at least 10% where member's attendance in meetings is below 30%.	Nā'ib Sadr Awwal
Maintain 90% participation in online reporting by Zu'amā.	Qā'id Umumi
Encourage Ansār to offer prayers at Mosques. Increase number by 5% (where applicable).	Qā'id Moral Training
Distribute at least 250,000 Muslim for Peace flyers.	Qā'id Tablīgh
Achieve 35% participation of Ansār in educational tests.	Qā'id Education
Initiate and sustain at least one social service activity in each Majlis.	Qā'id Social Services
Streamline financial processes and track the individual Ansār budget and chanda payments.	Qā'id Māl
Increase number of Majālis holding Ta'līmul Qur'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% more than last year.	Respective Qā'ideen
To call five to six Zu'ama each month to ask them to update their Majlis's Tajnid.	Qā'id Membership
Publish all issues of Al-Nahl for 2012 in the same calendar year.	Qā'id Publication
To have at least 30% of the Ansar exercise regularly (at least 3 times a week).	Qā'id Health
To train all Majālis to have proper book keeping	Auditor
Visit each Majlis in their 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 Calendar 2012

## Local Events and Action Items

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

Date	Day	Majlis Ansārullāh Local / Regional Event
Jan 21-22	Sat-Sun	Ansār Leadership Conference (at Houston, TX)
March 1-31		1. Ansār Chanda Collection month 2. Tahrīk Jadīd & Waqf Jadīd Pledges collection month
Mar 19-25	Mon-Sun	Moral Training Week
April/May/June	Sat-Sun	Local/Regional Ijtimā‘ (Local Ijtimā‘: instead of the monthly meeting)
June 28	Thu	Deadline to submit Education Exam I
Aug 19	Sun	1. <b>Deadline to submit Shura Representative election results and Shura proposals.</b> 2. <b>Deadline to submit Budget for 2013</b>
August 1-31		Ansār Chanda Collection month
Sep 2-9	Sun-Sun	Tahrīk Jadīd Week – Collections
Sep 30	Sun	<b>Deadline to submit:</b> <b>1. Finance Report for recognition at Ijtimā‘</b>
Oct 12 to Oct 14	Fri-Sun	National Ijtimā‘, Baitur Rahman Mosque, Silver Spring, MD
Nov 11-18	Sun-Sun	Waqf Jadīd Week – Collections
December 30	Sat	Deadline to submit Ta‘līm Exam II
Jan 19-20, 2013	Sat-Sun	Ansār Leadership Conference (TBD)

**Other Important dates:** US Jalsa Salana (Annual Convention) 6/29/2012 - 7/1/2012  
Ramadan 7/20/2012 - 8/18/2012  
Eidul Fitr – Tue, 8/19/2012  
Eidul Adha – Sun, 10/26/2012

# Ansār Calendar 2012

## 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 20-22	Fri-Sun	National ‘Āmila Meeting and ALC (Houston TX)
March 26	Mon	National ‘Āmila Teleconference 9:00 PM – 10:30 PM Eastern
April 16	Mon	Nāzimeen Teleconference 9:00 PM – 10:30 PM Eastern
May 12	Sat	National ‘Āmila Meeting (9AM – 5PM Local Time) - Progress Review (Location TBD)
June 1	Fri	Reminder about Alam In'ami for Jalsa
July 15	Sun	Send Instructions to Zu‘amā for 2013 Budget and 2012 Shūrā election & Proposals
Aug 25	Sat	National ‘Āmila Meeting (9 AM – 5 PM Local Time) – Shūrā & Ijtimā‘ Preparation (Location TBD)
Sep 24	Mon	National ‘Āmila (+ Nāzimeen) Teleconference 9:00 PM – 10:30 PM ET – Progress Review
Oct 12-14	Fri-Sun	Ijtimā‘ and Shūrā at Baitur Rahman Mosque, Silver Spring, MD
Dec 10	Mon	National ‘Āmila and Nāzimeen Teleconference 9:00 PM – 10:30 PM ET
Dec 15	Sat	Submit 2012 Majlis evaluation points to Qā’id Umumi
Jan 18-20, 2013	Fri-Sun	National ‘Āmila Meeting (9AM – 5PM) – Preparation for Ansār Leadership Conference (ALC) 2013 (Location TBD)

## Contact Information

### National ‘Āmila of Majlis Ansārullāh USA (revised 1/27/2012)

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

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

No	Name	Office	E-Mail	Cell
1	Wajeeh Bajwa	Sadr	<a href="mailto:sadr@ansarusa.org">sadr@ansarusa.org</a>	919-632-9567
2	Khaled A. Ata	Nā'ib Sadr Awwal	<a href="mailto:naibsadr.awwal@ansarusa.org">naibsadr.awwal@ansarusa.org</a>	301-275-9535
3	Imran Hayee	Nā'ib Sadr Saf Dom	<a href="mailto:naibsadr.safdom@ansarusa.org">naibsadr.safdom@ansarusa.org</a>	732-801-4657
4	Naseem A. Waseem	Mu'āwin Sadr (IT)	<a href="mailto:muawinsadr.it@ansarusa.org">muawinsadr.it@ansarusa.org</a>	732-213-6743
5	Basit Khan	Mu'āwin Sadr (Special Projects)	<a href="mailto:muawinsadr.sp@ansarusa.org">muawinsadr.sp@ansarusa.org</a>	410-530-8235
6	Maqbool Ahmad Tahir	Qā'id Umumi	<a href="mailto:qaid.umumi@ansarusa.org">qaid.umumi@ansarusa.org</a>	248-918-0233
7	Rafiuddin Malik	Qā'id Ishā'at (Publication)	<a href="mailto:qaid.publication@ansarusa.org">qaid.publication@ansarusa.org</a>	614-915-4375
8	Rizwan Qadir	Qā'id Ithar (Social Services)	<a href="mailto:qaid.ithar@ansarusa.org">qaid.ithar@ansarusa.org</a>	248-703-2166
9	Munawar A. Saqib	Qā'id Māl (Finance)	<a href="mailto:qaid.mal@ansarusa.org">qaid.mal@ansarusa.org</a>	856-495-6421
10	Monas Ahmad Chaudry	Qā'id Ta'līm (Education)	<a href="mailto:qaid.talim@ansarusa.org">qaid.talim@ansarusa.org</a>	714-488-7407
11	Syed Fazal Ahmed	Qā'id Ta'līm Qur'ān (Education of the Holy Qur'ān)	<a href="mailto:qaid.talimulquran@ansarusa.org">qaid.talimulquran@ansarusa.org</a>	215-805-3610
12	Syed Sajid Ahmad	Qā'id Tablīgh (Preaching)	<a href="mailto:qaid.tabligh@ansarusa.org">qaid.tabligh@ansarusa.org</a>	701 200 1674
13	AbuBakar Bin Saeed	Qā'id Tāhrīk Jadīd	<a href="mailto:qaid.tj@ansarusa.org">qaid.tj@ansarusa.org</a>	414-372-0905
14	Muneeb Ahmad	Qā'id Tajnid (Membership)	<a href="mailto:qaid.tajnid@ansarusa.org">qaid.tajnid@ansarusa.org</a>	920-279-6298
15	Muhammed K. Owusu	Qā'id Tarbiyat (Training)	<a href="mailto:qaid.tarbiyat@ansarusa.org">qaid.tarbiyat@ansarusa.org</a>	804-512-8621
16	Waseem Ahmad	Qā'id Tarbiyat Nau Mubā'i'in (New Converts)	<a href="mailto:qaid.newconverts@ansarusa.org">qaid.newconverts@ansarusa.org</a>	317-450-0278
17	Abdullah Ennin	Qā'id Waqf Jadīd	<a href="mailto:qaid.wj@ansarusa.org">qaid.wj@ansarusa.org</a>	414-241-5917
18	Tanvir Ahmad	Qā'id Zehanat wa Sehat-e-Jismani (Health)	<a href="mailto:qaid.health@ansarusa.org">qaid.health@ansarusa.org</a>	601 209 3546
19	M. Dawood Munir	Auditor	<a href="mailto:Auditor@ansarusa.org">Auditor@ansarusa.org</a>	832-526-8614

#### Arakeen-e-Khasoosi (Special Members)

1	Ahsanullah Zafar	Amīr	<a href="mailto:zfr@comcast.net">zfr@comcast.net</a>	609-466-9014
2	Masoud Ahmad Malik	Former Sadr	<a href="mailto:masoudmalik@alislam.org">masoudmalik@alislam.org</a>	301-490-5750
3	Karimullah Zirvi	Former Sadr	<a href="mailto:karimzirvi@yahoo.com">karimzirvi@yahoo.com</a>	201-794-8122
4	Nasir M. Malik	Former Sadr	<a href="mailto:nasirmmalikusa@gmail.com">nasirmmalikusa@gmail.com</a>	248-348-7678

**Nā'ib Qā'ideen:**

Name	Office	E-Mail	Cell
Aftab Lubis	Nā'ib Qā'id Māl	<a href="mailto:naibqaid.mal@ansarusa.org">naibqaid.mal@ansarusa.org</a>	(214) 310-8201
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Shamim Malik	Nā'ib Qā'id Health	<a href="mailto:naibqaid.health@ansarusa.org">naibqaid.health@ansarusa.org</a>	(919) 841-8934
Mazhar-ul-Haque	Nā'ib Auditor	<a href="mailto:naibauditor@ansarusa.org">naibauditor@ansarusa.org</a>	(951) 522-9886
Mujahid Mahmood	Nā'ib Qā'id Ta'līmūl Quran	<a href="mailto:naibqaid.talimulquran@ansarusa.org">naibqaid.talimulquran@ansarusa.org</a>	(469) 441-3546



## Nāzimeen

Majlis Ansārullāh is established in 69 chapters (Majālis) in USA, each chapter headed by a Za‘īm. For the purpose of administration these Majālis are grouped into 12 regions, each region headed by a Nāzīm.

No	Region	Nāzīm Name	E-mail	CELL	Majlis	Tajnid
1	Central East	Naseem Ahmed Waseem	<a href="mailto:Nazim.ce@ansarusa.org">Nazim.ce@ansarusa.org</a>	732-213-6743	Central Jersey, North Jersey, Philadelphia, Willingboro, Lehigh Valley	274
2	Central West	Musawwir Momen	<a href="mailto:Nazim.cw@ansarusa.org">Nazim.cw@ansarusa.org</a>	831-297-3498	Bay Point, Oakland, Sacramento, Silicon Valley	132
3	Great Lakes	Bashiruddin K. Ahmad	<a href="mailto:Nazim.gl@ansarusa.org">Nazim.gl@ansarusa.org</a>	248-925-8868	Cleveland, Columbus, Dayton, Detroit (Toledo), Indiana, Pittsburgh, Kentucky	180
4	Gulf States	Suhail Kauser	<a href="mailto:Nazim.gs@ansarusa.org">Nazim.gs@ansarusa.org</a>	609-217-3202	Austin, Cypress-Houston, Dallas, Fort Worth, Houston-N, Houston-S, New Orleans, Tulsa	241
5	Headquarter	Haleem Chaudhry	<a href="mailto:Nazim.hq@ansarusa.org">Nazim.hq@ansarusa.org</a>	410-446-5640	Baltimore, Laurel, Potomac, Silver Spring, York	294
6	Midwest	AbuBakar Bin Saeed	<a href="mailto:Nazim.mw@ansarusa.org">Nazim.mw@ansarusa.org</a>	414-372-0905	Chicago E, Chicago W, Kansas, Milwaukee, Minnesota, Oshkosh, St. Louis, Zion	316
7	New York	Arshad Janjua	<a href="mailto:Nazim.ny@ansarusa.org">Nazim.ny@ansarusa.org</a>	516-849-5894	Bronx, Brooklyn, Long Island, New York	285
8	Northeast	Muhammad Zafar Iqbal	<a href="mailto:Nazim.ne@ansarusa.org">Nazim.ne@ansarusa.org</a>	315-491-5825	Albany, Binghamton, Boston, Buffalo, Fitchburg, Hartford, Rochester, Syracuse	154
9	Northwest	Mahbubul Alam Ali	<a href="mailto:Nazim.nw@ansarusa.org">Nazim.nw@ansarusa.org</a>	425-241-8860	Portland, Seattle	58
10	Southeast	Syed Abdul Shukoor	<a href="mailto:Nazim.se@ansarusa.org">Nazim.se@ansarusa.org</a>	678-325-8458	AL-TN, Charlotte, Research Triangle, GA-S. Carolina, Miami, Orlando	150
11	Southwest	Faheem Ahmed	<a href="mailto:Nazim.sw@ansarusa.org">Nazim.sw@ansarusa.org</a>	951-944-3760	LA East, LA Inland, LA West, Las Vegas, Phoenix, San Diego, Tucson	255
12	Virgina	Basharat Ahmad Wadan	<a href="mailto:Nazim.va@ansarusa.org">Nazim.va@ansarusa.org</a>	571-294-4580	Central Virginia, North Virginia, South Virginia, Richmond, Washington	283
13	National	Nā'ib Sadr Awwal	<a href="mailto:naibsadr.awwal@ansarusa.org">naibsadr.awwal@ansarusa.org</a>	301-275-9535	All un-assigned Ansār in USA	9
<b>Total</b>						<b>2631</b>

## Zu‘amā

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

S = Small chapter (3 to 15 members)

M = Medium chapter (16 to 39 members)

L = Large chapter (40 members or more)

No	Reg.	Code	Size	Majlis	Name	TEL	Email
1	SE	ALA	M	Alabama-TN	Mubashar A. Zahid	812-202-9164	<a href="mailto:maz.infection@gmail.com">maz.infection@gmail.com</a>
2	NE	ALB	M	Albany	Muzaffar Ahmad	518-432-0485	<a href="mailto:scrapmetalusa@hotmail.com">scrapmetalusa@hotmail.com</a>
3	GS	AUS	M	Austin	Maqbool Ahmad	512-288-4263	<a href="mailto:abu_sarim@hotmail.com">abu_sarim@hotmail.com</a>
4	HQ	BAL	M	Baltimore	Nasir Jamil	443-567-1862	<a href="mailto:nasir.jamil@yahoo.com">nasir.jamil@yahoo.com</a>
5	CW	BAP	M	Bay Point	Riaz Ahmad Zahid	925-759-4306	<a href="mailto:riazkhan18@hotmail.com">riazkhan18@hotmail.com</a>
6	NE	BIN	S	Binghamton	Mehmood Ahmad Butt	607-242-9992	<a href="mailto:lmehmood@stny.rr.com">lmehmood@stny.rr.com</a>
7	NE	BOS	M	Boston	Rashid Ahmad	207-450-0277	<a href="mailto:rashidahmad@juno.com">rashidahmad@juno.com</a>
8	NY	BRN	M	Bronx	Tahir Ahmed Gulzar	718-813-3575	<a href="mailto:tgulzar01@gmail.com">tgulzar01@gmail.com</a>
9	NY	BRK	L	Brooklyn	Naeem Ahmad Janjua	347-240-7994	<a href="mailto:jn_ahmad@yahoo.com">jn_ahmad@yahoo.com</a>
10	NE	BUF	S	Buffalo	Mamoon Bukhari	518-859-0140	<a href="mailto:mambok.md@gmail.com">mambok.md@gmail.com</a>
11	CE	CEJ	L	Central Jersey	Jalaluddin Abdul Latif	732-763-8093	<a href="mailto:jalal.latif@gmail.com">jalal.latif@gmail.com</a>
12	VA	NVA	L	Central Virginia	Zamir Ahmad Mirza	703-839-3254	<a href="mailto:zam1960@yahoo.com">zam1960@yahoo.com</a>
13	SE	CHA	M	Charlotte	Khaliq Abdus Sami	704-678-6838	<a href="mailto:khaliq884@yahoo.com">khaliq884@yahoo.com</a>
14	MW	CHE	L	Chicago East	Mir Ahmad Afzal	847-312-5261	<a href="mailto:afzal1245@yahoo.com">afzal1245@yahoo.com</a>
15	MW	CHW	L	Chicago West	Chairul Bahri	309-336-0302	<a href="mailto:cbahri@comcast.net">cbahri@comcast.net</a>
16	GL	CLV	M	Cleveland	Akbar Shah	330-854-0720	<a href="mailto:shah7865@aol.com">shah7865@aol.com</a>
17	GL	COL	M	Columbus	Ahsan Shemaz Syed	614-256-5901	<a href="mailto:shemaz@yahoo.com">shemaz@yahoo.com</a>
18	GS	HUW	M	Cypress - Houston	Iftikhar Ahmad Sheikh	832-867-5356	<a href="mailto:isheikh49@yahoo.com">isheikh49@yahoo.com</a>
19	GS	DAL	L	Dallas	Suhail Kausar	609-217-3202	<a href="mailto:ubccconvertec@yahoo.com">ubccconvertec@yahoo.com</a>
20	GL	DAY	M	Dayton	Abdul Q. Shāhid	937-344-7569	<a href="mailto:abshahid@sbcglobal.net">abshahid@sbcglobal.net</a>
21	GL	DET	L	Detroit	Nasir Ahmed Bukhari	248-495-1779	<a href="mailto:nbukhari2000@yahoo.com">nbukhari2000@yahoo.com</a>
22	NE	FCH	S	Fitchburg	Masood Ashraf	978-407-8571	<a href="mailto:ashrafmta@yahoo.com">ashrafmta@yahoo.com</a>
23	GS	FWT	M	Fort Worth	Abdul Rahman Chaudhry	817-453-1573	<a href="mailto:chabdur@hotmail.com">chabdur@hotmail.com</a>
24	SE	GEO	L	Georgia-SC	Syed Abdul Shakoor	678-325-8458	<a href="mailto:ain_shin@hotmail.com">ain_shin@hotmail.com</a>
25	NE	HAR	M	Hartford	Kusi Ahmad	203-982-3735	<a href="mailto:siluu@sbcglobal.net">siluu@sbcglobal.net</a>
26	GS	HOU	L	Houston - North	Abdul Hafeez Khan	512-947-0427	<a href="mailto:ahkhan_147@hotmail.com">ahkhan_147@hotmail.com</a>
27	GS	HUS	M	Houston - South	Amir Shakur Malik	713-660-9833	<a href="mailto:amirmalk@aol.com">amirmalk@aol.com</a>
28	GL	IND	S	Indiana	Waseem Ahmad	317-450-0278	<a href="mailto:ws-ahmad@hotmail.com">ws-ahmad@hotmail.com</a>
29	MW	KAC	S	Kansas	Inam Agha	816-315-9013	<a href="mailto:aghainam@yahoo.com">aghainam@yahoo.com</a>
30	GL	KNY	S	Kentucky	Khursheed Ahmad Khan	606-264-0055	<a href="mailto:khurshid10@aol.com">khurshid10@aol.com</a>
31	SW	LAE	L	LA - East	Muzaffar Siddiqi	714-931-3473	<a href="mailto:muzaffar_a@yahoo.com">muzaffar_a@yahoo.com</a>
32	SW	LAI	L	LA - Inland	Imran Jattala	909-210-4393	<a href="mailto:ijattala@gmail.com">ijattala@gmail.com</a>
33	SW	LAW	L	LA - West	Mehmood Sur Rehman	310-259-1963	<a href="mailto:love4allh4n@yahoo.com">love4allh4n@yahoo.com</a>

No	Reg.	Code	Size	Majlis	Name	TEL	Email
34	SW	LAV	S	Las Vegas	Ahmed Masood	702-561-1059	<a href="mailto:ahmedmasood@cox.net">ahmedmasood@cox.net</a>
35	HQ	LRL	L	Laurel	Sardar Hifazat Ahmad	301-313-0846	<a href="mailto:hifazatahmad@yahoo.com">hifazatahmad@yahoo.com</a>
36	CE	LEI	S	Lehigh Valley	Naseem Mahmood Bajwa	917-297-0925	<a href="mailto:naseemmbajwa@gmail.com">naseemmbajwa@gmail.com</a>
37	NY	LIS	L	Long Island	Muhammad Afzal Shah	347-209-3939	<a href="mailto:flyfehmi@yahoo.com">flyfehmi@yahoo.com</a>
38	SE	MIA	L	Miami	Mohsin Naeem	954-232-8753	<a href="mailto:man4uall4@gmail.com">man4uall4@gmail.com</a>
39	MW	MIL	L	Milwaukee	Syed Imran Mudassar	414-687-8817	<a href="mailto:imranms@yahoo.com">imranms@yahoo.com</a>
40	MW	STP	S	Minnesota	Nasim Ahmad	651-776-0210	<a href="mailto:nasingujrati@yahoo.com">nasingujrati@yahoo.com</a>
41	GS	NEW	M	New Orleans	Tanvir Ahmed	601-209-3546	<a href="mailto:tahmedmd@hotmail.com">tahmedmd@hotmail.com</a>
42	NY	QNS	L	New York	Mahmood Ahmad Bhutta	718-392-0155	<a href="mailto:mahmoodabhutta@yahoo.com">mahmoodabhutta@yahoo.com</a>
43	CE	NOJ	L	North Jersey	Khalid Ahmad	845-300-4143	<a href="mailto:khalidahmad52@hotmail.com">khalidahmad52@hotmail.com</a>
44	VA	NVA	L	North Virginia	Chaudhry Fazal Ahmad	703-433-9452	<a href="mailto:fazal20933@yahoo.com">fazal20933@yahoo.com</a>
45	CW	OAK	M	Oakland	Yakub Khan	510-730-5683	<a href="mailto:Khanyakubfiji@yahoo.com">Khanyakubfiji@yahoo.com</a>
46	SE	ORL	M	Orlando	Fazalur Rehman Qureshi	407-484-5698	<a href="mailto:allrehman@aol.com">allrehman@aol.com</a>
47	GL	OSK	S	Oshkosh			
48	CE	PHI	L	Philadelphia	Muhammad Zafrullah Khan	484-472-3721	<a href="mailto:zkhan40@yahoo.com">zkhan40@yahoo.com</a>
49	SW	PHX	M	Phoenix	Munir A. Malik	480-786-5300	<a href="mailto:munir.malik@yahoo.com">munir.malik@yahoo.com</a>
50	GL	PIT	M	Pittsburgh	Ahmad Shareef II	412-292-5367	<a href="mailto:ahmad.shareef@comcast.net">ahmad.shareef@comcast.net</a>
51	NW	POR	S	Portland	Mubarik Ahmad	360-910-6649	<a href="mailto:mahmad49@yahoo.com">mahmad49@yahoo.com</a>
52	HQ	POT	L	Potomac	Khurram Bashir Ahmad	301-916-8906	<a href="mailto:khbashir@aol.com">khbashir@aol.com</a>
53	SE	RES	S	Research Triangle	Ahmad K. Dard	919-468-3871	<a href="mailto:krisshan@nc.rr.com">krisshan@nc.rr.com</a>
54	VA	RVA	M	Richmond	Khalil Ahmad	434-227-0450	<a href="mailto:khalilulrehman@yahoo.com">khalilulrehman@yahoo.com</a>
55	NE	ROC	M	Rochester	Tahir Khokhar	646-469-1146	<a href="mailto:t4khokhar@yahoo.com">t4khokhar@yahoo.com</a>
56	CW	SAC	S	Sacramento	Mahboob Mubarik	209-403-5336	<a href="mailto:waheedmaroof@yahoo.com">waheedmaroof@yahoo.com</a>
57	SW	SAD	S	San Diego	Moyenuddin Ahmad Sirajee	909-506-6530	<a href="mailto:sirajee@verizon.net">sirajee@verizon.net</a>
58	NW	SEA	L	Seattle	Malik Mubarik Ahmed	206-399-5018	<a href="mailto:mubarik_ahmed@hotmail.com">mubarik_ahmed@hotmail.com</a>
59	CW	SAJ	L	Silicon Valley	Musawwir Momen	831-297-3498	<a href="mailto:ronnie.m.momen@us.hsbc.com">ronnie.m.momen@us.hsbc.com</a>
60	HQ	SSP	L	Silver Spring	Perwaiz Asalam Chaudhry	240-593-3409	<a href="mailto:Perwaiz91@yahoo.com">Perwaiz91@yahoo.com</a>
61	VA	SVA	L	South Virginia	Ijaz Ahmad Qamar	703-626-8990	<a href="mailto:iaqamar2001@yahoo.com">iaqamar2001@yahoo.com</a>
62	MW	STL	M	St. Louis	Kalim Wali	314-604-7933	<a href="mailto:krashidw@yahoo.com">krashidw@yahoo.com</a>
63	NE	SRC	S	Syracuse	Muhammad Zafar Iqbal	315-491-5825	<a href="mailto:miqbal2@hotmail.com">miqbal2@hotmail.com</a>
64	SW	TUC	M	Tucson	Abdul Malik Ahmadi	520-440-1568	<a href="mailto:ahmadi.malik@yahoo.com">ahmadi.malik@yahoo.com</a>
65	GS	TUL	M	Tulsa	Qaiser Jalil Qayyum	405-922-1414	<a href="mailto:kyser1@yahoo.com">kyser1@yahoo.com</a>
66	VA	WDC	L	Washington	Abdus Samee	202-216-6987	<a href="mailto:asameeca@yahoo.com">asameeca@yahoo.com</a>
67	CE	WIL	L	Willingboro	Abdul Rehman Minhas	856-524-3026	<a href="mailto:minhas301@msn.com">minhas301@msn.com</a>
68	HQ	YRK	M	York	Zarar Bajwa	570-366-0934	<a href="mailto:ZararBajwa@hotmail.com">ZararBajwa@hotmail.com</a>
69	MW	ZON	M	Zion	Arif Qureshi	630-347-8874	<a href="mailto:abs_q@hotmail.com">abs_q@hotmail.com</a>



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

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

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

## Responsibilities of a Qā'id

### Key Contacts:

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

### Responsibilities of a Qā'id

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

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

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

#### The Qā'id should:

1. Lead his department as required and described in the constitution of Majlis Ansārullāh, USA.
2. Report on the activities of his department to Sadr Majlis every month.
3. Respond to all requests within 2 days.
4. Attend National 'Āmila meetings, Ijtimā'at, and meeting of Majlis Shūrā.
5. Be a role model for other Ansār as well as for the younger generation.
6. Act as mentor for Zu'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:	Maqbool A. Tahir
Cell:	(919) 632-9567	Cell:	(248) 470-2162
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org

### Responsibilities of a 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, 2012	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:	Maqbool A. Tahir	Name:	
Cell:	(919) 632-9567	Cell:	(248) 470-2162	Cell:	
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org	E-mail:	

### Responsibilities of Za'im

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

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

### Za'im should:

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

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

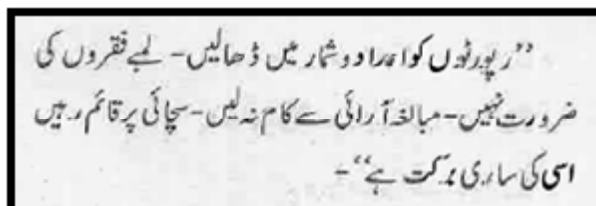
Goal (Scope: Local Majlis)	Due Date	Resource(s)	Points
Send Za'im report (including status of SMART goals)	7 <sup>th</sup> of month	Report Form	20
Implement plan to activate all Ansār. Visit at least one inactive member	Every Month		20
Hold local Ijtimā'	Before regional Ijtimā'	Ijtimā' Flyer	20
Participate in regional Ijtimā'	Before Sept 30	Ijtimā' Flyer	10
Elect Shūrā delegates	August 19, 2012		10



## Za‘īm Guidelines

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

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



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

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**Local ‘Āmila:** Za‘īm should nominate ‘Āmila and submit names for approval to Sadr Majlis as soon as possible. In a small Majlis more than one department can be assigned to the same person. Template for the ‘Āmila list that should be used and submitted for approval is available at: <http://ansarusa.org/sites/default/files/2012 Local Amila List for approval.xlsx>

Majlis		Office / Department	Designation	Member Code	First	Middle	Last	Mobile Phone	Home Phone	Email
Choose Majlis Name :	Za'im	(Office)	Local Chapter Leader							
Choose Majlis Name :	Nabī Za'im	(Office)	Local Chapter Asst. Leader							
Choose Majlis Name :	Nā'ib Za'im Saf Dom (under 50)	(Office)	Local Chapter Asst. Leader							
Choose Majlis Name :	Muntazim Umumi	(Office)	General Secretary							
Choose Majlis Name :	Muntazim Ta'lim	(Dept)	Secretary of Education							
Choose Majlis Name :	Muntazim Tarbiyat	(Dept)	Secretary of Moral Training							
Choose Majlis Name :	Muntazim Tarbiyat Nau Muba'in	(Dept)	Secretary of Moral Training New Converts							
Choose Majlis Name :	Muntazim Ithar	(Dept)	Secretary of Social Services							
Choose Majlis Name :	Muntazim Tabligh	(Dept)	Secretary of Preaching							
Choose Majlis Name :	Muntazim Zāhanat wa Sehat-e-Jismani	(Dept)	Secretary of Intellectual And Physical Health							
Choose Majlis Name :	Muntazim Māl	(Dept)	Secretary of Finance							
Choose Majlis Name :	Muntazim Waqf Jadid	(Dept)	Secretary of wJ Participation							
Choose Majlis Name :	Muntazim Tehrik Jadid	(Dept)	Secretary of TJ Participation							
Choose Majlis Name :	Muntazim Tajnid	(Dept)	Secretary of Census							
Choose Majlis Name :	Muntazim Ishā'at	(Dept)	Secretary of Publications							
Choose Majlis Name :	Muntazim Ta'limul Qur'ān	(Dept)	Secretary of Education of the Holy Qur'ān							
Choose Majlis Name :	Auditor	(Dept)	Auditor							

For National Office Use only

Approval Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## 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 1:00 PM)
2. Ansār meetings should be conducted efficiently, respecting members' time constraints and with every effort to adhere to a pre-assigned schedule. General meeting program should be prepared and **distributed to members at least 24 hours before the meeting**.
3. Weekly classes are *not* a replacement for Monthly General Meeting.

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

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

### 'Āmila Meeting:

1. Prepare and distribute agenda for the 'Āmila meeting to the 'Āmila members at least three (3) days before 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:	Imran Hayee
Home:	(301) 560-2300	Cell:	(732) 801-4657
E-mail:	<a href="mailto:naibsadr.awwal@ansarusa.org">naibsadr.awwal@ansarusa.org</a>	E-mail:	<a href="mailto:naibsadr.safdom@ansarusa.org">naibsadr.safdom@ansarusa.org</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 are adopted from Majlis Ansārullāh's Constitution:*

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

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

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

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

### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	Maqbool A. Tahir	Name:	
Cell:	(248) 470-2162	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	40
Arrange general meeting *	Every month		40
Arrange 'Āmila meeting *	Every month		20

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

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

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

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

### **3: Propagation (Tablīgh)**

#### **Key Contacts:**

<b>Qā'id:</b>		<b>Nā'ib Qā'id:</b>	
Name:	Syed Sajid Ahmad	Name:	Mushtaq Ahmed Chaudhary
Cell:	(701) 200-1674	Cell:	(240) 413-8869
Home:	(701) 232-1528	Home:	(302) 809-0679
E-mail:	<a href="mailto:qaid.tabligh@ansarusa.org">qaid.tabligh@ansarusa.org</a>	E-mail:	<a href="mailto:naiqbaid.tabligh@ansarusa.org">naiqbaid.tabligh@ansarusa.org</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. Initiate all work with prayer.
  - 1.1. Work diligently.
2. Hold a meeting with the regional missionary in which non-members are invited to ask questions.
3. Invite non-Ahmadis to the local mosque/center for Jum'ah and other activities.
  - 3.1. Consider and resolve safety issue with Jamā'at officers first.
  - 3.2. Invite personally (friends and acquaintances) or through mail, E-mail or advertisements.
  - 3.3. Prepare phone, E-mail and surface mail invitation lists.
  - 3.4. Work with Jamā'at in maintaining tabligh resources in the mosque (books & AV)
4. Visit senior citizens homes and elderly.
5. Use Audio/Video as Tablīgh media:
  - 5.1. Share weekly Khutba CD/DVD among contacts, preferred via face-to-face visit/meeting, or use E-mail/mail.
  - 5.2. Broadcast Ahmadiyya programs over community channels.
6. Establish bookstalls at the area's flea markets.
7. Participate in book fairs. Give preference to large ones first.
8. Maximize the attendance of non-Ahmadis and non-Muslims at major Jamā'at activities.
  - 8.1. Help establish interfaith groups.
  - 8.2. Start regularly scheduled seminars, especially at universities.
9. Engage, assign and use retired members in Majlis's activities.
10. Information disbursal through the libraries in the area:
  - 10.1. Place selected Jama'at books in every library.
  - 10.2. Hold exhibitions, especially Qur'ān exhibitions.
  - 10.3. Have libraries subscribe to the Review of Religions and the Muslim Sunrise.
11. Maintain active contact with the news media.
  - 11.1. Publish regularly in the media in your area. As an example, assign a topic and a writer for each month of the year.
  - 11.2. Assign members to monitor media for opportunities to respond to anti-Islām propaganda.
12. Put in place a reliable system to arrange, organize, document and report Tablīgh activities (use forms provided at the end of this section).

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

Goal	Due Date	Resource(s)	Points
Participation in Jamā‘at managed or Ansār Initiated propagation activity	Every month	Local Jamā‘at Officials	20
Hold meeting with a missionary to exchange ideas with non-members. Or Hold meeting with a missionary or an alternate scholar to exchange ideas with non-members.	Every month	Local Jamā‘at Officials	20
Monitor attendance of non-members’ in Jum‘ah and other events	Every month		20
Arrange broadcast of tabligh DVDs on local community channels	Every Month	Qā’id Tabligh	20
Arrange bookstalls and exhibitions	Every Month		20

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**Monthly Campaigns**

January/February	The book “Approaching the West” in every major library.
March/April	Introduce every state and federal representative to Ahmadiyyat.
May/June	Invite and bring friends to the US Jalsa Salāna (Annual Convention).
July/August	Qur’ān exhibitions at libraries
September/October	The book “Why Islām is my choice” in every major library
November/December	West Coast: Invite friends to the West Coast Jalsa Salāna

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

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

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

While some fear the end of the world in 2012, some mock, and the rest are bewildered or indifferent, we expect to see continuous spread of the Ahmadiyya Community in the world.

**Majlis Ansārullāh USA**  
**Tabligh Activities Tracking Sheet 2012**

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

Task	January	February	March	April	May	June	July	August	September	October	November	December
<b>1. Date of Meeting</b> of non-members with regional missionary												
1.1 Date of Meeting with non-Ahmadī Friends												
1.2 Total attendance												
1.3 Non-Jamā'at guests in attendance.												
<b>2. Non-Ahmadī Msulims at Jum'ah</b>												
<b>3. Name of event</b>												
3.1 Event Date												
3.2 Non-Jamā'at members in attendance.												
<b>4. Contacts:</b>												
4.1 Number on E-mail contact list												
4.2 Number of mailing addresses												
4.3 Number of phone contacts												

Task	January	February	March	April	May	June	July	August	September	October	November	December
<b>5. Local TV Channel:</b> Number of broadcasts												
5.2 Number of channels												
<b>6 Number of flea market sessions</b>												
6.1 Number and value of books sold at flea markets												
6.2 Number of free flyers distributed at flea markets												
<b>7 Interfaith-group established?</b>												
<b>8 Seminars/ Lectures held?</b>												
8.1 non-Jamā'at members in attendance												
<b>9 Number of retired members engaged in Majlis Activities.</b>												



Task	January	February	March	April	May	June	July	August	September	October	November	December
<b>10</b> Number of <b>libraries</b> in the area												
10.1 Number of libraries with Jamā'at books												
10.2 Number of libraries where books were placed												
<b>11. Publications:</b> Number in the print media												
11.1 Number of online publications												
11.2 Number of audio/video publications												
<b>12.</b> Is a system to <b>document Tabligh activities</b> in place?												
<b>13 Initiations</b> (Bai'ats) realized?												

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

## Majlis Ansārullāh USA

### Event Sign in Sheet

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

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

## **Additional Tabligh Information**

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

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

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

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

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

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

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

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## **How to Use Mosques and Centers for Tabligh**

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

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

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

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

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

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

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

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

information of all visitors who want to leave such information: The guest book should have entries for date, name, phone, and address.

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

A library needs to be divided into three sections:

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

***Use the Mosques and Centers Effectively and Efficiently:*** The guests coming to our mosques or centers are guests of the Promised Messiah, 'alaihissalam, and should be provided with appropriate welcome. Mosques and centers should be kept reasonably clean and should pose an inviting posture and atmosphere where people find peace and friendship.

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

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

***Keep Attendance Records to Plan Future Events:*** We continuously see reports in the Al-Fazl listing the non-Ahmadis attending the jalsas in different countries and performing bai'ats at the jalsas. The international bai'at is a prime example for us. Many other countries have implemented a system successfully that they count the non-Ahmadis and new converts coming to their centers, jalsas and functions. We need to take the initiative and to make an effort to invite non-Ahmadis to our functions such as the Jalsas, Tarbiyat and Talimul-Qur'an classes and other gatherings. These are very good opportunities to bring people for introduction to ourselves. Ma Sha' Allāh we have had good attendance at the classes and seminars. We should count the non-Ahmadis and new Ahmadis attending each and every function and then at every next function, we should plan and make a concerted effort to increase the number of non-Ahmadi and new Ahmadi attendees.

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

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

# Public Access Cable TV (PACT) Tabligh Project

## Background

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

## What is currently being done?

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

## What we plan to do?

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

## How to initiate the Process?

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

- 1. Find out the local PACT TV address or phone number:** You need to locate the address or phone number of the local PACT TV center in your community. It is mostly at the offices of your city hall. You can look at the city page on the internet. Sometimes the whole process can be accomplished through internet. You can also look in the white pages or give a call to the city hall who can give the contact number and address of the local PACT center to you.
- 2. Contact the local PACT center:** Follow the instruction on the internet if available. Otherwise you either call or visit the local PACT center. After introducing yourself, you can request that you are interested in showing a one-hour weekly show on local PACT TV channel. If asked about the show, you can tell that the show is about religion or Islām. You can ask for a prime time slot (6-9 PM), however, sometimes, there are more than one time slots available, you can request that you want your show to be repeated as many times as possible during the whole week in addition to one or more guaranteed time slots. Also please ask how many potential viewers could have access to this PACT channel(s) – this varies from community to community and is needed for reporting purposes.
- 3. Do the Paper Work:** You might be asked to fill out a simple form. Other than your contact information, the most important thing on the form will be the title of the program. Please write the title of the program "Islām in Focus." The reason is that we want to use the same DVDs all over the country which are made under this title. All of the DVDs will have the same contact information ([www.alislam.org](http://www.alislam.org), [info@alislam.org](mailto:info@alislam.org), and 1-800-WHY-ISLAM if allowed). Also you may ask if it is ok to show local contact information. Usually, they do so for a non-profit organization. If so, you may request to advertise the contact info as well as the timings of the show. You may have to fill out another simple form for that purpose.

## Process is almost complete!

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

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

## Frequently Asked Questions About PACT

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

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

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

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

### 3. How much does PACT show cost?

The cost of showing a show via PACT is free.

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

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

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

You can obtain the DVDs from Qā'id Tabligh.

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

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

### 7. Who are potential viewers of PACT TV?

PACT can be seen by all basic cable subscribers. So potentially, all of the cable viewers could watch a PACT TV show. Please note only cable viewers can watch PACT shows, not the satellite dish subscribers. For example, in Duluth MN, there are 28,000 potential viewers of PACT TV. Although, PACT TV shows are not advertised on the cable channel guide but while channel surfing, viewers can stop at an interesting show. Also, with the word of mouth, email, mail or an ad, PACT TV shows can be advertised. Besides there are some people, who regularly watch for the new programs coming on PACT TV channels. For more information, please read [http://www.ip3.gatech.edu/research/muni\\_comm/Klein\\_Article\\_for\\_CMR.pdf](http://www.ip3.gatech.edu/research/muni_comm/Klein_Article_for_CMR.pdf).

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

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

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

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

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

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

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

[http://www.nptimes.com/dme/Jul04/dme\\_3.html](http://www.nptimes.com/dme/Jul04/dme_3.html)

## 4: Finance (Māl)

### Key Contacts:

Qā'id:		Na'ib Qā'id:	
Name:	Munawar A. Saqib	Aftab Lubis	
Mobile:	(856) 495-6421	(214) 310-8201	
E-mail:	qaid.mal@ansarusa.org	naibqaid.mal@ansarusa.org	
Address:	64 Oakhurst Lane, Mt. Laurel, NJ 08054	2046 Nottingham Place, Allen, TX 75013	

### 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'īm and take action according to the Za'īm'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 strict confidentiality of all members' personal finances.
5. Maintain inventory of property of Majlis Ansārullāh including unused receiptbooks and rubber stamp.

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

Goal	Due Date	Resource(s)	Points
Send Finance Report	7 <sup>th</sup> of the following month	Report Template in Excel: <a href="http://ansarusa.org/content/finance">http://ansarusa.org/content/finance</a>	20
Submit income and expense budgets for 2013	July 31, 2012	Annual Budget Templates: Qā'id Māl	20
Meet income budget <sup>*1</sup>	November 30, 2012	Annual Budget	100
Collect Chanda from all Ansār according to the prescribed rate	December 31, 2012	Chanda Guidelines	60
<sup>*1</sup> Collect 100% of income budget	<i>Majālis achieving this goal by 9/30/2012 will be recognized at Ijtimā'</i>		



## **Chanda (Dues) Guidelines**

### **Ansār Chanda**

All earning members must pay Ansār 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 Ansār Chanda cannot hold an office in Majlis Ansārullāh. In addition Huzur said that "*It is mandatory for the office bearers of the Jamaat to pay their contribution both towards the relevant organization (Majlis Ansārullāh or Khuddāmūl Ahmadiyya) and also give the obligatory Jamaati Chandas*" – Hazrat Khalifatul Masīh V (Letter to Sadr Majlis Ansārullāh, USA dated June 24, 2009).

Prescribed rates for Ansār Chanda are:

- Ansār Chanda: 1% of take home income
- Ijtimā‘ Chanda: 1/8<sup>th</sup> of the Ansār Chanda
- Publication Chanda: \$10 per year

Examples:

<b>Take Home Pay</b>	<b>Ansār Chanda</b>	<b>Ijtimā‘ Chanda</b>	<b>Publication</b>	<b>Total Chanda</b>
\$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 fixed installments on the 1<sup>st</sup> of every month or in lump sum during first half of the year.
- The Za‘īm and the local ‘Āmila should set an example by paying their Chanda early.
- Muntazim should try to collect 100% of annual Chanda (“Income budget”) before September 30<sup>th</sup> (except from those who pay in monthly installments).
- Muntazim should remind Ansār to pay their Chanda
  - By announcing at meetings and Friday Prayer.
  - By speaking to individuals privately, or by phone and E-mail.
  - In some cases it may be necessary to send letters by mail or pay personal visits. These may be undertaken after consulting with Za‘īm.
- Muntazim must be respectful and avoid asking in presence of others.
- A receipt *must* be issued for all collections within one week (preferably immediately).
- Every month, Za‘īm/Muntazim Māl should contact every member (who has not fully paid). Za‘īm/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. (*Recommended by 2010 Shura*)

### **Remittance to the Headquarters (HQ)**

- Chanda received should be sent to Headquarters promptly (within 7 days following the end of the month they are collected), either deposited in **Ansār’s National Account** (using a *pre-printed* Deposit Voucher) or sent by mail to Qā’id Finance.
- Remember to stamp the back of each check using rubber stamp for your majlis before depositing or mailing the check.
- A monthly finance report should also be sent at the same time using standard Excel template. If unable to use the standard template, include following details from each receipt:
  - Receipt Number
  - Member code
  - Full name
  - Chanda paid (it is *not* necessary to show each category separately (i.e. *Membership, Ijtimā‘ and Publication*))

- Voluntary donations such as Water Wells and Ansārullāh Hall must be identified separately.
- If Chanda is deposited into the Ansār account in Bank of America then monthly report should be E-mailed to [finance@ansarusa.org](mailto:finance@ansarusa.org) promptly. In addition Muntazim should:
  - Print copy of monthly report for local records
  - Attach green copy of each receipt issued
  - Attach voided receipts
  - Staple above items and store locally; and deliver to Qā'id Finance at National Ijtimā' (in October) or ALC (in January).
- If Chanda is being sent by mail, then also send below items with report:
  - Green copy of each receipt issued.
  - Voided receipts (if any), both white and green copy.
  - Check(s) for total amount collected (do not send cash and do not staple).

## **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 before December 15 or within 90 days of incurring the expense (whichever is earlier)
- Za'im 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'im 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. Restaurant expenses require pre-approval from Sadr Majlis.

### **Reimbursement:**

- Reimbursement requests should be submitted to Qā'id Finance through Muntazim Māl or Za'im.
- Describe details of expenses on Expense Voucher (for example in case of hospitality, include purpose of the meeting and total number of members served).  
Web-based voucher is available at Ansar website [https://creator.zoho.com/ansarusa/mal/#Page:Expense\\_Voucher](https://creator.zoho.com/ansarusa/mal/#Page:Expense_Voucher)
- 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 on web, 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 'Āmila member for national expenses).
- Special rules for Ijtimā' travel will be published in July issue of the 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.

## **Additional Finance Related Items:**

### **1. Budgets:**

- Income and Expense budgets for current year are prepared and approved by Majlis Shūrā of the previous year. A copy of approved budget 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 'Āmila 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, Ijtimā', 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.

### **2. Local Bank Accounts:**

In order to reduce expenses and to improve transparency, all majalis within driving distance of a branch of Bank of America have closed local Ansār bank accounts. Any majlis that still maintains local account should close it when a bank of America branch is opened nearby.

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

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

### **5. Finance Related Forms:** All Zoama are encouraged to use electronic forms and templates which are available at [www.ansarusa.org/content/finance](http://www.ansarusa.org/content/finance)

## **5: Education (Ta‘līm)**

### **Key Contacts:**

<b>Qa‘id:</b>		<b>Na‘ib Qa‘id:</b>	
Name:	Monas A. Chaudry	Name:	Belal Khalid
Cell:	(714) 488-7407	Cell:	(732) 841-4924
Fax:	(714) 993-6414		
E-mail:	qaid.talim@ansarusa.org	E-mail:	naibqaid.talim@ansarusa.org

### **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‘lim Program and ensure at least 50% participation in the Ta‘lim tests.
2. Arrange classes to study the Holy Qur’ān (See Ta‘limul Qur’ān 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) or books written by Khulafā Ahmadiyyat (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. Links to useful websites/resources can be pointed out to such Ansār and are available at: <http://ansarusa.org/content/education>

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

<b>Goal</b>	<b>Due Date</b>	<b>Resource(s)</b>	<b>Points</b>
Arrange Ta‘lim Exams (Minimum 50% participation)	Semi-annual	<a href="http://ansarusa.org/content/education">http://ansarusa.org/content/education</a>	70
Participate in essay writing competition	June 30, 2012	See topics on the next page	30

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

1. Ta'lim Syllabus:

Study Period	Syllabus
<b>January-June 2012 (Exam Deadline June 30, 2012)</b>	<p><b>The Holy Qur'ān:</b> Chapter 3, Surah Āl 'Imrān Verses: 1-10 (Translation &amp; Commentary)</p> <p><b>Hadith:</b> "Forty Gems of Beauty" Hadith # 31 to 35</p> <p><b>Book:</b> English: "Revelation, Rationality, Knowledge and Truth" Urdu: "Ilhaam, Aql, Ilm, and Sachai"</p> <p>Chapter IV: Topics:</p> <ol style="list-style-type: none"> <li>a. The Nature of Revelation</li> <li>b. Divine Revelation &amp; Rationality</li> <li>c. The Qur'ān and Cosmology</li> </ol>
<b>July-December 2012 (Exam Deadline December 31, 2012)</b>	<p><b>The Holy Qur'ān:</b> Chapter 3, Surah Āl 'Imrān Verses: 191-201 (Translation &amp; Commentary)</p> <p><b>Hadith:</b> "Forty Gems of Beauty" Hadith # 36 to 40</p> <p><b>Book:</b> English: "Revelation, Rationality, Knowledge and Truth" Urdu: "Ilhaam, Aql, Ilm, and Sachai"</p> <p>Chapter V: Topics:</p> <ol style="list-style-type: none"> <li>a. Origin of Life-Different Theories and Propostions</li> <li>b. The Jinn</li> <li>c. The Future of Life on Earth</li> </ol>

2. Essay Writing Competition: Deadline to submit essay is June 30, 2012.

**Topics:**

1. What are the ways in which careless use of social media can lead to societal harm and what solution Islām offers?
2. What are the major issues confronting Western societies today and how Islām can help resolve them?
3. Concepts for the parent -child relationship based on guiding principles from three major religions.

**Essay must:**

- Be in English, on one of the approved topics (listed above)
- Contain between 3,000 and 5,000 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), Monas Ahmad Chaudry (714-488-7407) E-mail at: [qaid.talim@ansarusa.org](mailto:qaid.talim@ansarusa.org) or submitted by mail on CD (in MS Word format) to: Monas Ahmad Chaudry, 2859 E Stearns St, Brea, CA 92821-4710

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

### **Key Contacts:**

<b>Qā'id:</b>		<b>Nā'ib Qā'id:</b>	
Name:	Syed Fazal Ahmed	Name:	Mujahid Mahmood
Cell:	(215) 805-3610	Cell:	(469) 441-3546
E-mail:	<a href="mailto:gaid.talimulquran@ansarusa.org">gaid.talimulquran@ansarusa.org</a>	E-mail:	<a href="mailto:naibqaid.talimulquran@ansarusa.org">naibqaid.talimulquran@ansarusa.org</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 Ardi in teaching the Holy Qur'ān

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

1. Lead by example – follow the program for Education of Holy Qur'ān.
2. Inculcate love of The Holy Qur'ān among Ansār by encouraging members to:
  - a) Recite Holy Qur'ān daily
  - b) Memorize prescribed chapters/verses
  - c) Learn translation and commentary of Holy Qur'ān.
3. Arrange appropriate classes and encourage participation in:
  - a) Qur'ān classes in local mosque or prayer center.
  - b) On-line or telephone classes (organized by Jamā'at Ta'limul Qur'ān Department).
4. Encourage Ansār to devote at least one week (per year) to participate in Jamā'at's Waqf Ardi scheme.
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>
<b>Hold at least one Qur'ān classes</b> to study the Qur'ān Syllabus	Every Month	Guidelines on next page	25
<b>Memorizing</b> Surah Āl 'Imrān (Ch. 3): Verses 1-10	June 30 <sup>th</sup>	The Holy Qur'ān	25
<b>Memorizing</b> Surah Āl 'Imrān (Ch. 3): Verses 191-201	November 30 <sup>th</sup>		25
<b>Encouraging members to participate in Waqf 'Ardi</b> - by registering with Jamā'at's National Ta'limul Qur'ān and Waqf 'Ardi Department	November 30 <sup>th</sup>	National Ta'limul Qur'ān & Waqf 'Ardi Department	25
<b>Encourage members to :</b> <ul style="list-style-type: none"> <li>▪ Attend telephone class for Qur'ān syllabus study</li> <li>▪ Attend online classes for learning Qur'ān</li> <li>▪ Conduct/teach online/telephone classes</li> <li>▪ Organize Dars Qur'ān in Majalis</li> <li>▪ Organize Qur'ān Exhibition</li> </ul>	Every Month  Every Month Every Month November 30 <sup>th</sup>	<a href="http://www.ansarusa.org">www.ansarusa.org</a>	25 Bonus points

## **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. However, members should not be forced to participate in this activity.
- 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:	Muhammed Owusu		
Cell:	(804) 512-8621		
E-mail:	qaid.tarbiyat@ansarusa.org		

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

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

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

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

1. 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. Strive to work with Ansār to address the problems such as the use of drugs, alcohol, and smoking and adverse effects of the use of social media.
8. Regularly contact Ansār.
9. Activate inactive Ansār.
10. Stress strong affiliation with Khilāfat and the Jamā'at.
11. Encourage Ansār to regularly write to Huzur (may Allāh be his support) for prayers.
12. Urge Ansār to listen to Huzur's (may Allāh be his support) Friday sermons or at least read the sermon summary.
13. Urge Ansār to regularly attend Jamā'at's programs.
14. Hold moral training week.
15. Hold "From Father to Son" workshop in local Majlis.
16. Hold "Marital Harmony" workshop in local Majlis.
17. Increase participation in Nizām 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. 19-25, 2012	Moral Training Guidelines	20
Hold "From Father to Son" workshop in local Majlis.	Once a year	Moral Training Guidelines	10
Hold "Marital Harmony" workshop in local Majlis	Once a year	Moral Training Guidelines	10
Contact inactive Ansār.	Every month	Moral Training Guidelines	12
Discuss assigned moral training topic	Every month	Moral Training Guidelines	12
Urge Ansār to strive to regularly offer congregational Friday Prayer.	Every month	Moral Training Guidelines	12
Regularly urge Ansār for Tarbiyat activities discussed in Tarbiyat program.	Every month		24
<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 Ahmadī 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 Allāh is the Provider of everything.
- Do introspection – Am I doing what I am asking my family to do? (Leading by example).
- Make the following 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 Allāh be his support) Friday Sermon
  - Writing to Huzur (may Allāh 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 Allāh be on him).
- Communicate with children on moral and other issues – listen and discuss.
- Eat together (at least one meal daily).
- Express feelings toward children (hug).
- Make sacrifice in terms of time – spend time with family (family day).
- Keep promises and commitments.
- Be patient with 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 Allāh 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) 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 car pooling/buddy system.
- Knowing the fact that everybody cannot and would not be able to come to the Mosque regularly, different halqas (sections) may be persuaded to come to the Mosque by rotation. Picking the Imam for leading the prayers from the same halqa may help in achieving better attendance.
- Each Majlis should make arrangement 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 Allāh be his support) and the Jamā‘at**

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

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

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

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

### **Addressing Social Media's Effects on Youth**

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

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

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

1. **Sensitivity/Diversity Training:** Periodically sensitize members about issues like spoken language, body language, socio-economic/ethnic clustering, etc.
2. **Promote Social Interaction:**
  - a. **At Majlis Level:** Hold periodic social/recreational/fun events (picnic, sports, healthy entertainment, food, etc.).
  - b. **At Individual/Family Level:** Appropriately pair up members of diverse backgrounds with trained members and urge them to interact with each other socially (reciprocal phone calls and personal visits at homes, etc.).
3. **Education of Members:** Arrange regular 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'amā.

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

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

### **Support Material:**

- A synopsis in English of Huzur's (may Allāh be his support) Friday sermon is distributed to Zu'amā weekly. Other Ansār can also sign up by submitting their E-mail addresses at: <http://www.ansarusa.org/maillinglist/ansarusa>
- The letters to Huzur (may Allāh be his support) can be sent via:
  - Fax: 01144-208-870-5234
  - Snail mail: 16 Gressenhall Road, London SW18 5QL, U.K.
- MTA is available live at <http://mta.tv>
- Copies of booklet *Al-Wasiyyat* (The Will) can be requested from the Jamā'at.
- The address of Hadrat Khalīfatul-Masīh V (may Allāh 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 (peace be on him) 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:qaid.newconverts@ansarusa.org">qaid.newconverts@ansarusa.org</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 E-mail to Khalīfatul-Masīh (may Allāh 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 Allāh be on him) and Khulafa-e-Rashedeen (may Allāh 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. Khilāfat 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 Allāh be on him) by Hadrat Mirzā Bashiruddin Mahmood Ahmad (may Allāh be pleased with him).
5. Islām’s response to contemporary issues by Khalīfatul-Masīh IV (may Allāh 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 Allāh be on him). Organizational Structure of the Jamā‘at	Life of the Promised Messiah (peace be on him) Khilāfat in Ahmadiyyat	History of Islām and Ahmadiyyat Chanda (Subscription) System
Memorize Salāt: Niyat, Takbir, Thana, Ta’awwudh	Memorize Salāt: Tasmiya, Sura Al-Fatiha, Sura Al-Ikhlās, Ruku, Tasmee	Memorize Salāt: Tahmeed, Sajdah, Qa’adah, Tashah’hud, Darood	Memorize Salāt: Concluding Prayers of the Salāt.
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>Qa'id:</b>			
Name:	Abu Bakr Bin Saeed		
Cell:	(414)731-5392		
E-mail:	qaid.tj@ansarusa.org		

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

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

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

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

- Assist Jamā'at's Tahrīk Jadīd Secretary with the collection of the pledges.
- All pledges should be sent to the center by March 15, 2012.
- At least 25% of Ansār should be followed-up every month, to ensure collection targets are on schedule. Ansār members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.
- The sacrifices of Daftar Awwal (First Register: November 1934 – October 1944) need to be re-activated. Ansār whose parents or grandparents participated in this scheme during Daftar Awwal should continue to make contributions on their behalf to keep this as *Sadqa Jariah* (Sadqa that continues). Find Ansār members whose elders participated in this blessed register and appeal them to contribute on behalf of their elders.
- Make special efforts to increase participation of non-Chanda paying members by 10%.
- Regular Chanda paying members should be encouraged to increase their contribution to Tahrīk Jadīd to 1/5<sup>th</sup> of one month's income payable in one year. For example, if one month's take home income is \$1,000 then \$200 should be paid for Tahrīk Jadīd in one year.

#### **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	Oct 31, 2012		50

### **Tahrīk Jadīd Year**

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



## **Demands of Tahrīk Jadīd**

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

## **Tahrīk Jadīd Registers**

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

<b>Register Number</b>	<b>Description</b>	<b>Time Frame (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 Allāh be his support) initiated Daftar Punjam (Fifth Register) in 2005. All children born after October 2005 and members joining Jamā‘at after October 2005 are in this Register.

## **10: Waqf Jadīd**

### **Key Contacts:**

<b>Qa'id:</b>		<b>Na'ib Qa'id:</b>	
Name:	Abdullah Ennin		
Cell:	(414) 241-5917		
E-mail:	qaid.wj@ansarusa.org		

### **Responsibilities:**

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

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

### **The Muntazim should:**

1. Assist Jamā'at Secretary Waqf Jadīd with collecting pledges from Ansār.
  - a. Remind Ansār of their pledges and collection in every meeting.
  - b. Contact those Ansār who do not come to meetings.
    - i. Coordinate with Muntazim Umumi to obtain phone number and E-mail addresses of Ansār so that they could be reached and reminded if they do not attend meetings.
2. Educate Ansār of the importance of Waqf Jadīd.
3. Be regular in sending his report to the Za'im.
4. Exhort Ansār to pay more than they paid in 2011.
5. Exhort Ansār to pay monthly or pay off pledges early.

### **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, 2012		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 Allāh be pleased with him) in 1957 for propagation in rural communities in Pakistan. “If our Jamā‘at wishes to prosper it will have to extend its preaching activity in every quarter. There is need to amplify considerably our efforts so that our voice may reach every house in every town.” (Al-Fazāl, January 11, 1958)

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

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

## **11: Publication (Ishā‘at)**

### **Key Contacts:**

<b>Qā'id:</b>			
Name:	Rafiuddin Malik		
Cell:	(614) 915-4375		
E-mail:	<a href="mailto:qaid.ishaat@ansarusa.org">qaid.ishaat@ansarusa.org</a>		
Address:	1942 Baltic Ave Lewis Center, OH 43035-8012		

### **Responsibilities of Muntazim Publication**

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

156. Muntazim Publication shall try to increase the circulation of the Monthly Ansārullāh and motivate members to contribute articles to the monthly. Monthly Ansārullāh is an Urdu journal for Ansār published from Rabwah, Pakistan.

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

#### **The Muntazim shall also:**

1. Ensure that the Ansār in his Majlis are receiving and reading the Ansār newsletter and Al-Nahl regularly. If a Nāsir is not receiving either, make sure with the Qā'id Tajnīd that his address is listed correctly in the Ansār Tajnīd.
2. Identify potential writers and encourage them to write for the Al-Nahl, especially 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‘īm with name, education, profession and date.	Feb 28, 2012	Al-Nahl (Vol 18, No. 4) <a href="http://www.alislam.org/alnahl/Al-Nahl-18-4.pdf">http://www.alislam.org/alnahl/Al-Nahl-18-4.pdf</a>	10
Send a picture of Majlis Āmila with date and name of the Majlis.	Mar 31, 2012	See “Guidelines for Group Photos” below	10
Send a group photo of the Ansār members of your Majlis with date and the name of the Majlis.	Apr 30, 2012	See “Guidelines for Group Photos” below	10
Submit first article for publication.	May 30, 2012	See “Publication Guidelines” below	25
Send a brief report of a notable activity or work done by your Majlis.	Aug 31, 2012	See above	10
Submit second article for publication.	Oct 30, 2012	See “Publication Guidelines” below	25
Send news about Ansār achievements, illness, demise, etc.	As needed		10

## **Publication Guidelines**

### **Write!**

Possible topics include:

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

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

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

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

### **Translate!**

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

### **Edit and/or Review!**

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

### **Sign Up!**

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

### **Provide Information!**

Provide information about deceased members of your Majlis at:

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

### **Ansār Periodicals:**

#### **Ansār Newsletter:**

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

#### **Al-Nahl:**

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

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

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

## **Guidelines for Group Photos**

The following protocol must be followed when taking group photos:

- **For local Ijtimā‘:** Front row should have odd number of chairs – 5, 7, 9, 11 etc. (if no chairs are being used then odd number of standing people). Nāzim (if attending) otherwise Za‘īm should be seated/standing in the middle; local President, if present, on the right, then to the right of the local President should be Nā’ib Za‘īm Saf Dom; Nā’ib Za‘īm Saf Awwal on the left to the Za‘īm, then Muntazim ‘Umūmī. After that other ‘Āmila members or elders can be seated.
- **For regional Ijtimā‘:** Front row should have odd number of chairs – 5, 7, 9, 11 etc. (if no chairs are being used then odd number of standing people). Representative of National ‘Āmila should be seated/standing in the middle; regional Nāzim on the right, host Majlis’ Za‘īm on the left. Zu‘amā of other Majālis should then be on either side to fill the chairs and then elders.

If a missionary is present, he should be seated on the right side of the person sitting in the center (Za‘īm, regional Nāzim, or National Representative).

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

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

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

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

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

### **Key Contacts:**

<b>Qā'id:</b>		<b>Nā'ib Qā'id:</b>	
Name:	Syed Tanvir Ahmed	Name:	Shamim Ahmad Malik
Home:		Home:	(919) 439- 4585 (after 7 PM ET)
Cell:	(601) 209-3546	Cell:	(919) 841-8934
E-mail:	qaid.health@ansarusa.org	E-mail:	naibqaid.health@ansarusa.org

### **Responsibilities of Muntazim Health**

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

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

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

1. 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 60 minutes/day, most days of the 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 (Blood Pressure, 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, photography, 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>
Hold health discussion at general meetings	Every month	Monthly articles distributed by the Qā'id.	15
Inform Ansār to maintain body weight	Each Quarter	BMI chart: <a href="http://ansarusa.org/content/health">http://ansarusa.org/content/health</a>	10
Encourage Ansār to exercise	Monthly		40
Arrange one team sport activity	Mar 31, 2012		10
Organize "Health Awareness Day"	June 30, 2012		10
Organize free Health Screening	June 30, 2012	Seek help from Ahmadī medical professionals (in your Majlis or neighboring Majlis)	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:	Rizwan Qadir		
Cell:	(303) 653-7655		
Home:			
E-mail:	qaid.ithar@ansarusa.org		

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

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

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

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

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

- Assess needs by conducting Local Needs Assessment (LNA).
- Select a specific need(s) that your Majlis will address immediately.
- Develop plans to address selected need.
- Implement plan(s) immediately.
- 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:

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

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

<b>GOAL</b>	<b>DUE DATE</b>	<b>RESOURCES</b>	<b>POINTS</b>
Conduct LNA & decide needs to be Addressed	Feb. 29, 2012	Feb. 29, 2012	25
Develop & implement agreed upon program(s)	Every Month	Social Service guideline on next page	30
Formulate and submit timely reports	Every Month	Majlis Report Form	20
Reevaluate effectiveness of programs and efforts.	Every Quarter (March 31, June 30, September 30, December 31, 2012)	Social Services Guidelines	25

**Important Note:**

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

**Social Service Guidelines:**

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

Small Majalis must initiate and sustain at least one social service activity and medium/large Majālis must sustain at least two activities. Most Majlis report more than one social service activity. However, general guidelines include but are not limited to the following activities:

**Internal Activities:**

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

**External Activities**

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

- Reports should include; name of program, number of Ansar involved, total number of man-hours, approximate dollar value or savings of service rendered, details of activities, and resources. Include pictures if appropriate.
- Every few months evaluate results to see if the programs are serving their objectives. There is no harm in dropping a program or project that is not working. The Majlis may re-channel energy and resources into programs that are more effective in helping the community and achieving objectives.
- Please ensure that plans are realistic, measurable and will generate activities which reflect local needs, manpower, and resources.

Each Majlis *must* initiate and sustain at least one social service activity: Most Majlis report more than one social service activity. However, general guidelines include but are not limited to the following activities:

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

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

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

### **Key Contacts:**

<b>Qā'id:</b>			
Name:	Muneeb Ahmad		
Cell:	(920) 279-6298		
Home:			
E-mail:	qaid.tajnid@ansarusa.org		

### **Responsibilities of Muntazim Membership**

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

154. Muntazim Membership shall see that each Ahmaḍī who has attained the age of Ansārullāh is included in the Membership (i.e. 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'īm'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>
<b>Update 1:</b> Update Membership Information	By March 31, 2012	Excel Spread sheet <sup>*1</sup> available from Qā'id	20
<b>Update 2:</b> Update Membership Information	By May 31, 2012	Excel Spread sheet <sup>*1</sup> available from Qā'id	20
<b>Update 3:</b> Update Membership Information	By July 31, 2012	Excel Spread sheet <sup>*1</sup> available from Qā'id	20
<b>Update 4:</b> Update Membership Information	By September 30, 2012	Excel Spread sheet <sup>*1</sup> available from Qā'id	20
<b>Update 5:</b> Update Membership Information	By November 30, 2012	Excel Spread sheet <sup>*1</sup> available from Qā'id	20
<b>Total</b>			<b>100</b>

<sup>\*1</sup> All sensitive information sent via E-mail must be in a password protected file.

## Membership Guidelines

- Local Majlis's records should contain all active and inactive members.
- Report all membership changes to Qā'id Membership on the Monthly Report form.

### **Process for Updating Records in Excel File:**

- **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.
- **Deceased:** If a Nāsir has passed away, write "Deceased on (date)" in the status column. Provide details at <http://ansarusa.org/content/information-about-deceased-members>
- **No Member Code:** Use Jamā'at Tajnid form to apply for member code through local Finance Secretary. <http://www.ahmadiyya.us/index.php/component/rsform/form/6>
- **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. This information can also be submitted online at: <http://www.ahmadiyya.us/component/rsform/form/7-t2-amc-address-update>

## **15: Audit Plan**

### **Key Contacts:**

<b>Auditor:</b>		<b>Nā'ib Auditor:</b>	
Name:	Mohammad Dawood Munir	Name	Mazhar Ul Haque
Cell:	(832) 526-8614	Cell	(951) 522-9886
Home:	(281) 373-3892	Home	(951) 360-6212
E-mail:	<a href="mailto:auditor@ansarusa.org">auditor@ansarusa.org</a>	E-mail	<a href="mailto:naibauditor@ansarusa.org">naibauditor@ansarusa.org</a>
Address	11106 Brandon Gate Houston, TX 77095		

### **Responsibilities of Local Auditor**

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

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

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

- Finance department activities adhere to internal control procedures. This relates to the collection and recording of Chanda, handling of bank accounts, disbursement of expenses, and fund transactions.
- 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.

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

<b>GOAL</b>	<b>DUE DATE</b>	<b>RESOURCES</b>	<b>POINTS</b>
Conduct Audit of local records	August 31, 2012	See audit guide on next page.	100

*Note: Completed Schedule A should be submitted to the auditor after the local audit is conducted.*

### **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' Allāh.

### **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, disbursement of expenses, and proper maintenance of receipts books.

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 - 2012**

1. Book-keeping methodology training for all Majālis.
2. Check reconciliation training for all Majālis with local bank accounts (if applicable).
3. Business review of National Majlis Ansārullāh, USA accounts.
4. Individual Majālis audit (if warranted) will be determined/conducted after Qā'id Māl closes books for fiscal year 2011.

## **Audit Guide**

### **SCOPE**

The Audit Period is from January 1, 2011 to the ending of the month prior to the audit.

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

### **OBJECTIVE**

- Income and expense budgets are prepared in accordance with established guidelines.
- Majlis has taken reasonable efforts to collect the income budget in a timely fashion.
- Receipts are issued in a timely manner for all chandah collected.
- Chandah collected are deposited promptly.
- Reports prepared are accurate and submitted on time.
- Funds collected are sent to Qā'id Māl as per Qā'id Māl's instructions.
- All of the following documents are reconciled to each other properly:
  - i) Total amount of receipts issued
  - ii) Bank deposit slip
  - iii) Report sent to Qā'id Māl
- Each bank statement is reconciled to the books and discrepancies resolved in a timely manner (if applicable).
- All expenses are inline with the approved budget, are reasonable, properly approved, and supported by appropriate 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.
- Collection detail by each Nāsir.
- Supporting documents for all expenses (receipts, contracts and approvals).
- Bank statements for the Audit Period (if applicable).
- Copy/original of the bank deposit slips for the Audit Period. The deposit slips should match with the receipts issued during the reporting period.
- Any letters or records to show that members were approached to improve their participation and increase in chandah collection.



- Bi-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).
  1. When a check or cash was received, was a receipt issued in a timely manner?
  2. Were checks and/or cash deposited timely in the bank?
  3. Were funds sent to Qā'id Māl in a timely manner?
  4. Were mathematical errors noted?
4. Randomly select a reasonable number of expense transactions.
  1. Verify if receipts, contracts or other necessary documents properly support expenses.
  2. Verify if these transactions were properly approved and the costs were reasonable and necessary.
  3. The amounts on the approval, checks and books all agree with each other.
  4. The authorized persons signed the checks.
  5. The checks have more than one signature.
5. Were prepared reports mathematically correct and sent to Qā'id Māl promptly?
6. Is inventory of items purchased by Majlis maintained (items that cost more than \$100)?

## Majlis Ansārullāh, USA SCHEDULE A

Majlis Name: \_\_\_\_\_

Date: \_\_\_\_\_

Selected Month	Step-1	Step -2	Step-3				Step-4					Step-5	Step-6
			1	2	3	4	1	2	3	4	5		
Example: January	Yes	Yes	N	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes

**Note:** For any “No” Explain and describe what corrective action is being taken.

**Part II:**

Month	Step Number	Problem Identified	Corrective Action
Example: January	Step-3, 1	Receipts were issued 30 days after the receipt of checks	Munazim Māl assured that receipts will be issued with in 7 days.

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

**Part II:** Provide 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’s responsibilities on Page 23 and monthly meeting topics on Page 113)

### **Ansār ‘Āmila Meeting:**

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

(See Za‘īm’s responsibilities on Page 23)

### **Local Ijtimā‘: \_\_\_\_\_, 2012**

Instead of monthly Ansār meeting

### **Regional Ijtimā‘: \_\_\_\_\_, 2012**

### **National Ijtimā‘ and Shūrā: October 12-14, 2012**

Friday 12:30 PM – Sunday 2:00 PM

Baitur Rahman Mosque, Silver Spring, MD



# 2012 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/2012 to Sunday, xx/xx/2012

Ijtimā‘ Location (address & phone)

## Educational Competitions

### *Individual Competitions:*

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

### *Team Competitions\**

- Religious & General Knowledge

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

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

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

### *Team Competitions\*:*

- Volleyball
- Tug-of-War

*Nāzim should change suggested program to accomodate local needs.*

### Saturday, xx/xx/2012

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/2012

Enter Tahajjud & Fajr Prayers

Time Darsul Qur’ān & Hadith (Missioanry)

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

## 31<sup>st</sup> 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 12 (12:00 PM) to Sunday, October 14, 2012 (2:00 PM)**  
Baitur Rahman Mosque, Silver Spring, Maryland  
(20<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 \**

- Religious & General Knowledge

### Sports Competitions

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

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

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

- ❖ *Nāzimeen will select/nominate the individual and team competitors based on their participation and performance in the Local and/or Regional Ijtimā‘at.*
- ❖ *In team competition each region will be represented by one team.*

**Khuddām & Atfāl are cordially invited**

- Recitation of the Holy Qur’ān, Surah Āl ‘Imrān (Ch. 3): Verse 196

فَاسْتَجَابَ لَهُمْ رَبُّهُمْ أَنِّي لَا أُضِيعُ عَمَلَ عَامِلٍ  
 مِّنْكُمْ مِّنْ ذَكَرٍ أَوْ أُنْثَىٰ ۖ بَعْضُكُمْ مِّنْ  
 بَعْضٍ ۗ فَالَّذِينَ هَاجَرُوا وَأُخْرِجُوا مِنْ دِيَارِهِمْ  
 وَأُودُوا فِي سَبِيلِي وَقَاتَلُوا وَقُتِلُوا لَأُكَفِّرَنَّ  
 عَنْهُمْ سَيِّئَاتِهِمْ وَلَأُدْخِلَنَّهُمْ جَنَّاتٍ تَجْرِي مِنْ  
 تَحْتِهَا الْأَنْهَارُ ۗ ثَوَابًا مِّنْ عِنْدِ اللَّهِ ۗ وَاللَّهُ عِنْدَهُ  
 حُسْنُ الثَّوَابِ ﴿١٩٦﴾

- Commentary on Hadith Number 35 (The worst feast is the one to which only the wealthy have been Invited)

عَنْ أَبِي هُرَيْرَةَ قَالَ قَالَ رَسُولُ اللَّهِ صَلَّى اللَّهُ  
 عَلَيْهِ وَسَلَّمَ سَرُّ الطَّعَامِ الْوَلِيْمَةُ يُدْعَى  
 لَهَا الْأَغْنِيَاءُ وَيُتْرَكُ الْفُقَرَاءُ وَمَنْ تَرَكَ  
 الدَّعْوَةَ فَقَدْ عَصَى اللَّهَ وَرَسُولَهُ (بخاری)

Narrated by Ḥaḍrat Abū Hurairah, Allāh be pleased with him: Said the Prophet of Allāh (peace and blessings of Allāh be on him):

“The worst feast was the one to which the wealthy had been invited and from which the poor had been left out. And whoso declined an invitation (to a meal), he verily sinned against God and disobeyed His Prophet.”

(Bukhārī)

## 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 Score Sheet

**Event:**

- Memorization 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						



# **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‘īm A‘lā, Za‘īm Muqam (place) shall not be included in this number and shall be ex-officio member of Majlis Shūrā. If, however, Za‘īm A‘lā/Za‘īm 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‘īm of a Majlis shall not be included in this number and he shall be an ex-officio member of the Shūrā).
- If Za‘īm 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‘īm 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‘īm cannot be given if election is not held.
- Elections should be held in accordance with the rules and regulations as published in the constitution of Majlis Ansārullāh.
- Election of representatives of Majlis Shūrā shall remain valid for a period extending up to the Majlis Shūrā of the next year.

Election results for Shūrā delegates should be mailed or emailed to Qā’id Umumi before August 19, 2012 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 August 19, 2012.

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 12, 2012.

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

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

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

## Majlis Ansārullāh, USA

### Majlis Shūrā 2011

#### Recommendations by Sub-Committees

### Tablīgh Subcommittee Recommendations

#### Tablīgh Proposal:

Majlis Ansārullāh should revive the Waqf 'Ārdi program for various Tablīgh projects. Majlis Ansārullāh should provide some financial assistance to members participating in Waqf 'Ārdi if requested.

(Submitted by National 'Āmila)

The tablīgh sub-committee met at 8 p.m. on Friday, October 7, 2011 in Ansārullah Hall at Baitur Rahman Mosque. The program started with the recitation of the Holy Qur'ān by Nafis ur Rehman and silent prayers led by Suhail Kausar.

It is recognized by the members of the subcommittee that:

1. Waqf 'Ārdi program has traditionally been carried out under Jamā'at Ta'līm ul Qur'ān department. "Reviving Waqf 'Ārdi program by Majlis Ansārullāh may possibly be outside the scope of the Majlis Ansārullāh's charter."
2. The intent of the proposal by National 'Āmila may possibly be to revive the efforts of organizing the "volunteer members of Majlis Ansārullāh" to assist in carrying out various projects and having the ability to provide financial assistance to volunteers with regards to their travel and lodging costs.

Following are the recommendations of the sub-committee:

1. A list of names and background information of volunteers, who can assist with various projects, should be created, maintained and provided to Jamā'at as needed for various projects by Jamā'at.
2. An expense item associated with providing some financial assistance to volunteers may be included in the expense budget of Majlis Ansārullāh.

Following members were present:

<u>NAME</u>	<u>MAJLIS</u>	
1. Suhail Kausar	Dallas	Chairman
2. Monas Chaudry	LA East	Secretary
3. Ibrahim Naeem	LA West	
4. Rashid Ahmad American	Milwaukee	
5. Manuel Galvan	Brooklyn	
6. Mohammad Arshad Janjua	Long Island	
7. Abdul Rauf Rafiq	Phoenix	
8. Baba Sheriff Trawalley	Research Triangle	

- |                           |                        |
|---------------------------|------------------------|
| 9. Mirzā Muzaffar Ahmad   | Houston North          |
| 10. Khadim Shah           | Bay Point              |
| 11. Jonathan M.A. Ghaffar | LA East                |
| 12. Ali Murtaza           | Brooklyn               |
| 13. Abdul Sami Janjua     | Philadelphia           |
| 14. Mohammed Fytahi       | Indiana                |
| 15. Abdul Karim           | Chicago East           |
| 16. Nafis ur Rehman       | Georgia-South Carolina |
| 17. Waseem A. Nisar       | Chicago West           |
| 18. Zafar A. Malik        | Bronx                  |
| 19. Iftikhar Sheikh       | Cypress Houston        |
| 20. Waqar Bhatti          | Silver Spring          |
| 21. Jalaluddin Latif      | Central New Jersey     |

## **Tarbiyat Sub-committee Recommendations**

The deliberations of the Tarbiyat sub-committee started with recitation of Holy Qur'ān followed by Dua at 8:15 pm on Friday, October 07, 2011. The meeting ended at 9:45 PM.

### **Recommendation for changing the verbiage**

The sub-committee recommends changing the verbiage of the proposal by taking out the restriction of 5 suggestions in both the recommendations (Majority of the members favored this modification).

### **Proposal 1 (Revised)**

What measurable steps can be adopted to educate Ansār to deal with the rising problem of drugs, alcohol, and smoking that is affecting our youth due to the influence of the society in which they live. These steps should be such that they help Ansār members in keeping their children away from this behavior.

(Submitted by National 'Āmila)

### **Recommendations:**

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

## Proposal 2 (Revised)

Hadrat Khalīfatul Masīh Al-Khamis (ayyadahullahu ta'ala binasrihil-'aziz) has drawn members' attention to the adverse influence of excessive use of social media, especially on our youth. What measurable steps should be taken to educate Ansār members so that they can understand their obligation and properly educate their children about the adverse influence of social media?

(Submitted by National 'Āmila)

### Recommendations:

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

The following 23 delegates participated in the proceedings:

### Committee Members

<b>Name</b>	<b>Majlis</b>
1. Kalimullah Zirvi, (Chairman)	North Jersey
2. Rafi Malik (Secretary)	Columbus
3. Imam Shamshad Ahmad Nasir	LA East
4. Jalaluddin Ahmed	LA West
5. Syed Hamid Mahliqa Ahmed	Orlando
6. Tanvir Ahmed	New Orleans
7. Muzaffar Siddiqi	LA East
8. Abdul Waheed Khan	Phoenix
9. Lutfullah Salim	York-Harrisburg
10. Imran Jattala	LA Inland
11. Masood Shammas	Boston
12. Mubashir Zahid	TN/AL
13. Ayaz ul Haque	Silicon Valley
14. Syed Erfan Ahmed	Cleveland
15. Zia Shah	New York
16. Muhammed Antwi	Dallas



17. Nadeem Ahmad
18. Rafi Ahmed
19. Niaz Malik
20. Anwer Mahmood Khan
21. Mubasher Sadkahi
22. Hassiem Babatu
23. Abdul-Rauph Ogunbiyi

- Chicago West
- Brooklyn
- Philadelphia
- LA East
- York-Harrisburg
- Milwaukee
- Cypress-Houston

## **Ta'līm Sub-committee Recommendations**

### **Ta'līm Proposal:**

In spite of making various resources available to members i.e., simplifying the annual test by using only multiple-choice questions, providing Ta'līm material online as well as sending hard copy of the study material to every single member, mailing the test paper to every single member, as well as making the test available online, the participation in the Ta'līm Tests remains between 20 to 25%. What additional steps can be taken to increase participation in the Ta'līm test? (Submitted by National 'Āmila)

Meeting of Ta'līm sub-committee was held at 8:00 pm at the main Mosque floor. The meeting started with recitation of the Holy Qur'ān by Mian Mohammad Afzal followed by silent prayer. Sixteen committee members out of eighteen attended the meeting.

The Shūrā proposal was presented with its background given by the chair and Qā'id Ta'līm to the sub-committee for discussion. It was explained that the purpose of the Ta'līm syllabus and tests "is to promote and facilitate learning of Islāmic teachings especially in the light of writings of the Promised Messiah (peace be on him).

The committee members agreed that lot of efforts has been made by Qiyadat Ta'līm as listed in the proposal in promoting and encouraging Ansār to study the Holy Qur'ān, Hadith and books of the Promised Messiah (peace be on him). These methods have improved participation gradually over the years. In the last test conducted a few months ago resulted in 32% participation. The committee realized that we need to keep the same pace and was suggested that we should keep on doing the same.

Following steps were suggested by the Ta'līm Sub-committee to be implemented according to the circumstances of each Majlis:

1. Ansār are requested to study at least one page of the prescribed book of the Promised Messiah (peace be on him) in the current syllabus at their convenient time preferably before going to sleep.
2. Introduce "Book Club" via telephone conference at local Majlis level.
3. Regular classes for following the suggested Ta'līm syllabus should held in an organized manner. Topics should be assigned to Ansār well in advance, at least one week prior to the class/meeting.
4. Improve attendance in the classes/meetings by sending reminders by using the following methods regularly:
  - a. Phone calls
  - b. E-mails
  - c. Buddy system
  - d. Zu'ama should contact each and every Nāsir who does not submit test on regular basis.

5. Develop audio books with questions and answers covering the Ta'līm Syllabus.
6. Develop small portion of syllabus with questions and answers.
7. Recognize first three positions of Ta'līm test at the local Majlis and recognize them at the local Jamā'at level as well as at regional Ijtimā'.
8. Provide basic computer training to Ansār and encourage them to take test on line.
9. Zu'ama may use self-addressed envelope while presenting the test paper to a Nāsir who wants to take test home and promised to submit later.
10. Add practice questions at the end of each chapter.
11. Continue to recognize those Majālis who submit at least 50% tests by the due date.
12. Qiyadat Ta'līm should also prepare Ta'līm test material in the format of PowerPoint and provide training presentations to Zu'ama at ALC.

**Sub-committee Members:**

- |     |  |         |
|-----|--|---------|
| 1.  | Hafiz Samiullah, N. Jersey (Chairman)    | Present |
| 2.  | M. Dawood Munir, Cyp-Houston (Secretary) | Present |
| 3.  | Jamil Chaudhary, Central Jersey          | Present |
| 4.  | Zafar Basith, LA West                    | Present |
| 5.  | Rashid Ahmad, Boston                     | Present |
| 6.  | Mansoor Tahir, GA-SC                     | Present |
| 7.  | Mahmood Ahmad, GA-SC                     | Present |
| 8.  | Syed Lutful Mannan, Willingboro          | Present |
| 9.  | BK Ahmad, Detroit                        | Present |
| 10. | Javed Chaudhry, Potomac                  | Absent  |
| 11. | Tanvirul Haq, Silver Spring              | Present |
| 12. | Mian Mohammad Afzal, New York            | Present |
| 13. | Fazal Qureshi, Orlando                   | Present |
| 14. | Mahfooz Shaikh, Dallas                   | Present |
| 15. | Faheem Ahmad, LA Inland                  | Present |
| 16. | Malik Mubarik, Seattle                   | Present |
| 17. | Tahir Khan, LA Inland                    | Present |
| 18. | Imam Mubashir Ahmad, Silicon Valley      | Excused |

## **General Sub-committee Recommendations**

**General Sub-Committee: Review rates of various Ansār dues and propose one combined rate for Ansār, Ijtimā' and Publication dues.**

Meeting held at Baitur Rahman, Silver Spring, MD

October 7, 2011

Meeting started at 8:40pm and concluded at 9:45pm

### **Proceedings:**

Mirza Irshad Ali started session with recitation of the Holy Qur'ān.

Wajeeh Bajwa, Sadr Majlis Ansārullāh, led silent prayer.

Wajeeh Bajwa, Sadr Majlis Ansārullāh was present at the start of the meeting, and the sub-Committee had opportunity to clarify the background and degree of freedom that the Sub-Committee had to address this proposal. A few key items of clarification included: currently we are only collecting one third of the potential Ansār Chanda; there is no set Chanda rates in the Ansār constitution; Huzur's (ayyadahullahu ta'ala binasrihil-'aziz) acceptance of the proposal for discussion is indication that the sub-committee could discuss and make alternative recommendation to current system.

As a result of the Sub-Committee discussions there were four recommendations:

1. There was a majority vote that we should simplify the current Ansār Chanda system of collecting three separate items (Chanda, Ijtimā', and publication) and only ask for ONE Chanda.
2. **The majority vote recommended adopting a straight 1% as the Chanda amount and that the Qā'id Māl should distribute the total payment according to the following percentages: Ansār Dues (80%), Ijtimā' Dues (14%) and Publication Dues (6%).**
3. In recognition that today we only collect one third of potential Ansār collection amount, and selecting a flat 1% collection rate might lead to an initial drop in Ansār Chanda collection, sub-committee recommends that at National and Regional levels there should be regular contact with Zu'ama and local Muntazim Māl to follow up and encourage Chanda collections.
4. Given the importance of Chanda collection sub-committee recommends that there should be special training at National and Regional levels for Muntazimin Mal that teaches them how to increase their effectiveness in getting total Ansār participation at the prescribed rate. It was suggested that every year a few Muntazim Māl should be invited to ALC to learn about the importance of Chanda collection and also learn from others.

The Sub-Committee closed the session with silent prayers lead by Mirza Irshad Ali.

### **Members of Sub-Committee:**

1. Syed Sajid Ahmad, Minnesota (Chairman)
2. Musawwir Momen, Silicon Valley (Secretary)

3. Shamim Malik, Research Triangle
4. Nasir Hafeez Malik, Houston-North
5. Ihtesham Janjua, Philadelphia
6. Abdul Basit, Miami
7. Ismail Younus, Alabama/TN
8. Mohammed Aminuddin, Willingboro
9. Naseer Tahir, Dallas
10. Mirza Irshad Ali, Houston-South
11. Syed Mohammed Afzal Shah, Long Island
12. Rashid Mian Syed, LA East
13. Yasser Malik, Chicago West
14. Mir Ahmad Afzal, Chicago East
15. Munawar Ahmad, Tulsa
16. Mukarram Khan, Silver Spring
17. Bashiruddin Mehmud, Fitchburg
18. Nibras Mir, Willingboro
19. Jamil Ahmad, Minnesota
20. Nadeem Khan, North Virginia
21. Maqbool Ahmad, Austin

## Finance Sub-committee Recommendations

The sub-committee meeting began with recitation of the Holy Qur'ān followed by collective Dua (silent prayers) led by Chairman Khaled Ahmad Ata. Qā'id Māl then presented the proposed budget (both Income and Expense for year 2012) in detail using the budget document that was provided to all Shūrā delegates.

After budget presentation Chairman of the sub-committee allowed members to ask questions, give comments, or suggest proposals on the budget presented.

The Sub-committee recommends that:

1. Effectiveness of Al-Nahl magazine should be re-evaluated in the light of its publication cost.
2. The sub-committee is of the view that Ansār budget preparation (at the local Majlis level) should be done in collaboration with the local Jamā'at Finance Secretary to improve Ansār budget preparation process and consequently collections. **Question:** *Can Ansār Muntazim Māl get member's income information from the Jamā'at Finance Secretary?*
3. To define a procedure how Ansār may request temporary remission in Ansār dues from Sadr Majlis Ansārullāh USA. The sub-committee was of the opinion that such a procedure needs to be more widely publicized.
4. Nazimeen must present their respective regional expense budgets on time.
5. Detailed National Budget (p7 of 2012 budget document) should also show current year's budget. **Note: This change has been made in the attached budget.**
6. Ansār, in every Majlis, should be contacted individually by the respective Za'īm and Muntazim Māl, and develop personal relationship with them to improve awareness of financial obligations.
7. The sub-committee reviewed requests by 8 majalis for special projects and recommends that all amounts currently allocated to these special projects (which are listed at the bottom of page 10 of budget document) should be moved to Qā'ideen's Expense Budget. **Note: This change has been made in the attached budget.**

**Finance budget for year 2012 was unanimously approved by the sub-committee with the above recommendations.**

The meeting concluded with Dua led by the Chairman.

### **Sub-committee members present:**

1. Khaled Ahmad Ata, Potomac (Chairman)
2. Munawar Saqib, Willingboro (Secretary)
3. Syed Imran Mudassar - Milwaukee

4. Nasir Bukhari – Detroit
5. Gulzar Ahmad – Southern Virginia
6. Malik Munawar Ahmad – Southern Virginia
7. Javed Choudry – Potomac
8. Mubarak Ahmad – Portland, OR
9. Abdul R. Minhas – Willingboro
10. Abdul Latif Mahmud – Houston Cypress
11. Ramzan Jatala – Los Angeles, East
12. Halim Chaudry – Baltimore
13. Ahmad Bashir – Baltimore
14. Muhammad Altaf Malik – Austin
15. Atif Zeeshan – Laurel
16. Munwar Malik – Dallas
17. Imtiyaz Rajayki - Philadelphia
18. Bashir Ahmed – Chicago East



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ  
تَشْنِیْدُہٗ زُتْمِیْرُہٗ حَتّٰی زُتْمِیْرُہٗ الْکَرِیْمِ  
وَعَلٰی عِبْدِہٖ الْمَسْحُ الْمَوْعُوْدِ  
فِدَاۃُ کَے نَقْلِ اور رَحْمَہٗ کَے سَاتھ  
ہُوَ الْکَلِمَہٗ

**Sadr Sahib Majlis Ansarullah Ahmadiyya USA**  
**Wajeeh Bajwa**

13 November 2011

Dear Sadr Sahib,  
Assalamu Alaikum Wa Rehmatulaha Wa Barakatohu.

I have received your report of Majlis Ansarullah's Majlis-e-Shura and its recommendations, *Jazakamullahu Ahsanof Jaza'a*.

In relation to the Tabligh proposal, it is ok to revive the scheme of Waqf-e-Arzi, however there is no need to financially assist those who voluntarily take part in this scheme. The reason for this is that according to the rules of this scheme, those who volunteer their services for Waqf-e-Arzi do so with an understanding that they will bear all costs themselves. Therefore the way that you wish to proceed is not actual y Waqf-e-Arzi. If a person who wishes to take part is unable to afford the associated costs, then he can do Waqf-e-Arzi wherever he resides.

'Taleem-ul-Quran and Waqf-e-Arzi' is a Jamaat Office in its own right and therefore whatever efforts Majlis Ansarullah makes it should be in accordance with the Jamaat Nizaam. Thus whichever people you decide to include in the Waqf-e-Arzi scheme you should forward their names to the Taleem-ul-Quran and Waqf-e-Arzi Department.

Those who wish to take part in the Waqf-e-Arzi scheme have the right to notify the Jamaat of their preferences or of how far they are able to travel. Then it is up to the Jamaat's office of Waqf-e-Arzi to post them based on the applicant's preferences.

Based on the situation in USA, if for the sake of Tarbiyyat, you wish to send a representative to a remote or far-off town then in such circumstances, Majlis Ansarullah can do so through its Department of Tarbiyyat. However they should not try to mix such a scheme with the Waqf-e-Arzi scheme because that could lead to unpleasantness and will increase confusion.





بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ  
مَشْفَعَةً لِّمَنْ عَلٰی وَكَوْنُوْا الْكَافِرِیْمِ  
وَعَلٰی حَبِیْبِهِ الْمَسِيْحِ الْمَوْجُوْدِ  
تَدْوٰی كَيْ فَتْحِیْ اَوْر تَم كَيْ مَاتِه  
هُوَ التَّامِمِ

The Majlis-e-Shura has also recommended that the three Ansar chanda dues be combined into one combined chanda rate. This is wrong and so permission for this change is not granted.

The recommendations relating to Tarbiyyat and Taleem are all approved

Your annual budget is also approved.

May Allah continue to bless Majlis Ansaarullah Ahmadiyya USA greatly.

Wassalam.

MIRZA MASROOR AHMAD

Khalifa-tul Masih Al-Khamis

## Text from the letter:

Page 1:

**Sadr Sahib Majlis Ansarullah Ahmadiyya USA**  
**Wajeeh Bajwa**

13 November 2011

Dear Sadr Sahib,  
Assalamo Alaikum Wa Rehmatullahe Wa Barakatohu,

I have received your report of Majlis Ansarullah's Majlis-e-Shura and its recommendations, Jazakamullahu Ahsanal Jaza'a.

In relation to the Tabligh proposal, it is ok to revive the scheme of Waqfe-Arzi, however there is no need to financially assist those who voluntarily take part in this scheme. The reason for this is that according to the rules of this scheme, those who volunteer their services for Waqf-e-Arzi do so with an understanding that they will bear all costs themselves. Therefore the way that you wish to proceed is not actually Waqf-e-Arzi. If a person who wishes to take part is unable to afford the associated costs, then he can do Waqf-e-Arzi wherever he resides.

'Taleem-ul Quran and Waqfe-Arzi' is a Jamaat Office in its own right and therefore whatever efforts Majlis Ansarullah makes it should be in accordance with the Jamaat Nizām. Thus whichever people you decide to include in the Waqf-e-Arzi scheme you should forward their names to the Ta'lim-ul-Quran and Waqf-e-Arzi Department.

Those who wish to take part in the Waqfe-Arzi scheme have the right to notify the Jamaat of their preferences or of how far they are able to travel. Then it is up to the Jamaat's office of Waqfe-Arzi to post them based on the applicant's preferences.

Based on the situation In USA, if for the sake of Tarbiyyat, you wish to send a representative to a remote or far-off town then in such circumstances, Majlis Ansarullah can do so through its Department of Tarbiyyat. However they should not try to mix such a scheme with Waqfw-Arzi scheme because that could lead to unpleasantness and will increase confusion.

Page 2:

The Majlis-e-Shura has also recommended that the three Ansar chanda dues be combined into one combined chanda rate. This is wrong and so permission for this change is not granted.

The recommendations relating to Tarbiyyat and Taleem are all approved.

Your annual budget is also approved.

May Allah continue to bless Majlis Ansārullāh Ahmadiyya USA greatly.

Wassalam,

Signed

MIRZA MASROOR AHMAD  
Khalifa-tul Masih Al-Khamis

# Rules for Conducting Ansār Elections

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

- Every effort should be made to inform each member (both eligible and non-eligible) of the date, time and place of election at least two weeks in advance. If two weeks notification cannot be given then approval from Sadr should be obtained.
  - Election meeting should be presided by highest office-holder in Majlis Ansārullāh. Meeting can be chaired by local Jamā'at President even if he is a Khādim.
  - Meeting should start with recitation of the Holy Qur'ān followed by Dua (silent prayer) and end by Dua as well.
  - Before the start of meeting announce the reason for election, read all relevant rules. Ensure that eligible voters are seated separate from others and their total number recorded.
  - Each voter has only one vote except in case of Shūrā delegate election where each member has same number of votes as number of delegates for that Majlis (1 delegate for every 20 dues paying members).
  - Any member who proposes a name or seconds it *must* vote for the same person.
  - During the election members should refrain from coming in or leaving the meeting.
- 1) **Term Limits:** No person shall be elected to the same office for more than three consecutive terms. However, Hadrat Khalīfatul-Masīhmay waive off this condition in case of Sadr Majlis or Nā'ib Sadr Saf Dom. The Sadr Majlis may waive off this condition in case of other office-bearers.
  - 2) **Character:** The elected person should be regular in congregational prayers, be truthful, honest, and have regard for the institutions of the Silsila 'Aliya Ahmadiyya and the Majlis. He should observe the Islāmic Sharia. He should have a beard. In case of an exception it shall be necessary to obtain permission from Sadr Majlis.
  - 3) **Due Status:** In compliance with Rule 22 of Ansār Constitution, he should be a regular dues paying member of the Jamā'at and Majlis Ansārullāh. A regular dues paying member is one who is not in arrears of:
    - a. Obligatory dues ('Ām, Wasiyyat, Jalsa Salana) for more than six months (please check status with the Jamā'at Finance Secretary) and Chanda Jalsa Salana for more than one year, and
    - b. Majlis Ansārullāh dues for more than six months and Chanda Salana Ijtema for more than one yearThis condition will not apply to those who have taken permission from the appropriate office to pay up the arrears in installments or have been permitted to pay dues at a reduced rate. However, such a person will not be elected to any office or membership of Majlis Shūrā except with prior permission of the Markaz (Center).
  - 4) **Eligibility:** Anymember 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 Khuddāmul Ahmadiyya) except:
    - a. One who by-passes local Jamā'at and sends dues directly to Center.
    - b. One against whom disciplinary action was taken by Jamā'at and three years have not passed since his pardon.
    - c. One who misused Jamā'at or Auxiliary funds (until three years after his pardon).

If a person is subjected to disciplinary action two times, he shall never be eligible to hold any office.

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

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

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

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

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

# Frequently Asked Questions Regarding Elections:

**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 one (1) and twenty (20) then one Shūrā representative should be elected, if Tajnid of a Majlis is 21 to 40 then elect two Shūrā representatives. Please note that Zu'amā are ex-officio members of the Shūrā. The election of the Shūrā representatives is in addition to the Zu'amā.

**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 can not 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:  
a) Should NOT be in arrear of Jamā'at Chanda (Aam or Wasiyyat) for more than 6 months and Chanda Jalsa Salana for more than 1 year,  
b) Should NOT be in arrear of Tahrīk Jadid and Waqf Jadīd for more than 3 years,  
c) Should NOT be in arrear of Ansār Chanda for more than 6 months and Chanda Ijtimā' for more than 1 year

**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 iii on Page 7. Also see circular Number T-11427 issued by Ch. Hameedullah, Wakīl A'lā, Tahrīk Jadīd Anjuman Ahmadiyya Pakistan, Rabwah dated December 12, 2010.

**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. [Ameded to six months in arrears, see response to Question 5].

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.

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# **Monthly Reports Section**



# Majlis Ansārullāh, USA

## Za‘īm’s Monthly Report

**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:

Reports		
<b>Reports by Zu'ama</b>		
Activity	Link	Information
Submit monthly Report (Za‘īm)	<a href="#">Click Here</a>	Additional Login required
View Submitted Report	<a href="#">Click Here</a>	Additional Login required
Export Information from Submitted Reports	<a href="#">Click Here</a>	Additional Login required
<b>Reports by Nazimeen</b>		
Activity	Link	Information
Submit Nazim's monthly Report	<a href="#">Click Here</a>	Additional Login required
View Submitted Reports by Nazimeen	<a href="#">Click Here</a>	Additional Login required

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

[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 to Qā’id Umumi.
4. After that, you have to complete the report form 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 (248-470-2162).

# Majlis Ansārullāh, USA

## Nāzim's Monthly Report

**Reports are to be submitted online every month  
by the 12<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 Nazim Monthly Report from the top line menu items:

Reports		
<b>Reports by Zu'ama</b>		
Activity	Link	Information
Submit monthly Report (Za'im)	<a href="#">Click Here</a>	Additional Login required
View Submitted Report	<a href="#">Click Here</a>	Additional Login required
Export Information from Submitted Reports	<a href="#">Click Here</a>	Additional Login required
<b>Reports by Nazimeen</b>		
Activity	Link	Information
Submit Nazim's monthly Report	<a href="#">Click Here</a>	Additional Login required
View Submitted Reports by Nazimeen	<a href="#">Click Here</a>	Additional Login required

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

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

The reporting process is to follow these steps:

1. Select your region name from drop-down menu
2. Choose your region and month of report.
3. After that, you have to complete the report form 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 (248-470-2162).

**Note: Please note that information in the report form should be entered as numbers. Details can be added as comments at the bottom of the report.**

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## 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)

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

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

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

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 <small>Month Day Year</small>	Country of Birth	Waqf Nau Reg. #	Country Waqf Done

For Local Jamaat Official Use Only

for newly arriving members in USA:

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

For Head Office Use Only

Entered By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Verify By: \_\_\_\_\_

Change of Address From

**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:  /  /

Member Name:

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 \_\_\_\_\_

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## 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 (pl: Sadran)
General Secretary	Muntazim Umumi	Mo'tamid	General Secretary
Departmental Secretary	Muntāzim (pl: Muntāzimeen)	Nāzim (pl: Nāzimeen)	Secretary
Member	Nāsir (pl: Ansār)	Khādim (pl: Khuddām)	Lajna (pl: Lajnat)
<b>Financial Fiscal Years:</b>			
Chnada 'Ām/Wasiyat/Jalsa Salana		July 1 to June 30	
Majlis Ansārullāh		January 1 to December 31	
Lajna Imā'illah		October 1 to September 30	
Majlis Khuddāmul-Ahmadiyya		November 1 to October 31	
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	Mu'awin Sadr	Assistant to Sadr
Dastūr Asāsī	The Constitution	Ta'līm	Education
Ijlas	Meeting	Ta'līmul Qur'ān	Education of Qur'ān
Intikhab	Election	Tajnid	Membership
Ishā'at	Publication	Tarbiyat	Moral Training
Ithar	Social Services	Tarbiyat Nau Muba'ī'in	Training for New Members
Māl	Finance	Zehanat wa sehat Jismani	Intellectual and Physical Health
Majlis 'Āmma Mulk	National Majlis	Za'im A'lā	Za'im Headquarters
Majlis 'Āmma Ilāqah	Regional Majlis	Ziyafat	Hospitality
Majlis 'Āmmah Muqām	Local Majlis		

## Proposed Topics for the Monthly Meetings

Month	Holy Qur'an*	Hadith	Books	Moral Training **	Tabligh	Health
<b>Jan</b>	Surah Āl 'Imrān (Ch. 3) Verses 1-3	Forty Gems of Beauty Hadith # 31	Revelation Rationality and Truth (The Nature of Revelation)	Practice truth in all aspects of your life (FS 9-Sep-11)	Qur'anic directives about Tabligh - what are they and how to best utilize them in society today	Healthy Life (Nutrition & Exercise) - New Year Resolution
<b>Feb</b>	Surah Āl 'Imrān (Ch. 3) Verses 4-5	Forty Gems of Beauty Hadith # 32	Revelation Rationality and Truth (The Nature of Revelation)	Significance of Friday in Islām (FS 18-Sep-09)	A discourse on how the Holy Prophet, peace be on him, spread the message of Islam	High Blood Pressure
<b>Mar</b>	Surah Āl 'Imrān (Ch. 3) Verses 6-7	Forty Gems of Beauty Hadith # 33	Revelation Rationality and Truth (Divine Revelation and Rationality)	Strive for real worship of Allāh (FS 26-Aug-11)	The five methods of Tabligh outlined by the Promised Messiah (peace be on him)	Heart Disease & Stroke
<b>Apr</b>	Surah Āl 'Imrān (Ch. 3) Verse 8	Forty Gems of Beauty Hadith # 34	Revelation Rationality and Truth (Divine Revelation and Rationality)	Fulfill obligations of populating Mosques with Taqwa (righteousness) and quality Salāt (FS 30-Sep-11)	The major issues confronting Western societies today and how true Islam can help resolve them	Cancer- Colon & Prostate
<b>May</b>	Surah Āl 'Imrān (Ch. 3) Verses 9-10	Forty Gems of Beauty Hadith # 35	Revelation Rationality and Truth (The Quran and Cosmology)	Marital Disharmony and Friction (FS 10-Nov-06)	The future of Islam and the world as found in the prophecies of the Promised Messiah (peace be on him)	Obesity and Weight Management
<b>Jun</b>	Surah Āl 'Imrān (Ch. 3) Verses 1-10 (Review)	Forty Gems of Beauty Hadith # 31 – 35 (Review)	Revelation Rationality and Truth (The Quran and Cosmology)	Potent power of Salāt, Dua, and connection with God (FS 20-May-11)	Christianity - facts to fiction	High Cholesterol and Management
<b>Jul</b>	Surah Āl 'Imrān (Ch. 3) Verses 191-192	Forty Gems of Beauty Hadith # 36	Revelation Rationality and Truth (The Origin of Life – Different Theories and Propositions)	Ramadan and servants of the Gracious God (FS 12-Aug-11)	<ul style="list-style-type: none"> <li>•Biblical prophecies about the advent of Islām</li> <li>•Why Jesus (peace be on him) cannot come back</li> </ul>	Life after Retirement
<b>Aug</b>	<b>Ramadan Break</b>					
<b>Sep</b>	Surah Āl 'Imrān (Ch. 3) Verses 193-196	Forty Gems of Beauty Hadith # 37 and 38	Revelation Rationality and Truth (The Origin of Life – Different Theories and Propositions; Topic 2: The Jinn)	Guide us in the right path (FS 17-Jun-11)	Ahmadiyyat fulfills the prophecies concerning the second coming of Jesus (peace be on him)	Aging and how to deal with it
<b>Oct</b>	Surah Āl 'Imrān (Ch. 3) Verses 197-199	Forty Gems of Beauty Hadith # 39	Revelation Rationality and Truth (The Jinn)	Allāh's Guidance for the righteous towards truth (FS 3-Jun-11)	The truth of the Promised Messiah (peace be on him) according to the Holy Qur'an and Ahadith	Harmful effects of Tobacco Drugs and Alcohol
<b>Nov</b>	Surah Āl 'Imrān (Ch. 3) Verses 200-201	Forty Gems of Beauty Hadith # 40	Revelation Rationality and Truth (The Future of Life on Earth)	Truth, Faith, Righteousness, and Obedience (FS 22-Apr-11)	The Fallacy of the Lahori view versus the true status of the Promised Messiah (peace be on him)	Annual Health Examination
<b>Dec</b>	Surah Āl 'Imrān (Ch. 3) Verses 191-192 (Review)	Forty Gems of Beauty Hadith # 36-40 (Review)	Revelation Rationality and Truth (The Future of Life on Earth)	Strive for high quality, God conscious, and purity (FS 16-Sep-11)	The Ahmadiyya Khilāfat is the solution to the problems faced by the Muslim world	Alzheimer & Dementia

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

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







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### **Majlis Ansārullāh, USA**

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

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

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

