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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.
Ansār Pledge

Say this part three times:

آَشْهَدَّنَآ اللَّهُ إِلاَّ اللَّهُ وَحْدَهُ
لَا شَرِيكَ لَهُ وَآَشْهَدَّنَآ أَنَّ
مُحَمَّدًا عَبْدَهُ وَرَسُولَ اللَّهِ

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 Islam, • 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.
Mission Statement

We are the Helpers of Allah
# Key Goals and Objectives – 2021

| Umumi                                      | 1. All Majālis holding Āmila meeting every month  
|                                           | 2. All Majālis holding General meeting every month with attendance 50% or more of total Tajnīd  
|                                           | 3. Achieve National Ijtimā attendance target: 1500  
| Ta’lim                                     | 40% of Ansār taking and completing Ta’lim Test I and II  
| Tarbiyat                                   | 1. All Ansār offering five daily prayers with at least one prayer in congregation.  
|                                           | 2. All Ansār listening Huzoor’s Friday Sermon regularly.  
|                                           | 1. Ansār Chanda participation to equal Participation of Jamā’at Chanda (Aam/Wasiyyat): 2,850  
| Mal                                        | 2. Reconcile reports monthly  
|                                           | 3. Manage Expenses  
|                                           | 4. Manage bank transactions  
| Íthār                                      | 1. In the spirit of Ansār and Emigrants (Muḥaajrin) to Medina, establish brotherhood (Mu’akhaat) with fellow Ansār. Reach out to 80% of Ansār one-on-one via phone, virtually, or in person.  
|                                           | 2. 200 Waqar-e-Amal activities.  
|                                           | 3. 200 Khidmat-e-Khalq activities.  
| Tablīgh                                     | 1. Organize a monthly Tablīgh class for Ansār to attend.  
|                                           | 2. Enable local Muntāzim to organize group a Tablīgh activity a month.  
|                                           | 3. Expand & communicate Tablīgh resources  
| Health                                     | 1. At least 35 % of members exercise regularly (150 Minutes or more / week)  
|                                           | 2. Arrange Health Related Activities at all Regional and National events  
|                                           | 3. Provide Health material for monthly meetings  
|                                           | 4. Ansār Help Line for Free Health Services  
|                                           | 5. Expansion of Existing and Opening of New Clinics  
|                                           | 6. Special Projects to Promote Health  
| Waqf-e-Jadīd                                | 1. 2850 Ansār participation in Waqf-e-Jadīd  
|                                           | 2. Provide quarterly emails to entire Amila and all Zoma to identify gaps and provide motivation.  
|                                           | 3. Share inspiring accounts of those who have participated in Waqf-e-Jadīd.  
| Tahrīk-e-Jadīd                             | 1. 2850 Ansār participating in Tahrīk-e-Jadīd.  
|                                           | 2. To call 10 Muntāzimeen or Zu’amā monthly to motivate and give guidance  
|                                           | 3. Share inspiring accounts of those who have participated in Tahrīk-e-Jadīd.
<table>
<thead>
<tr>
<th>Tajnīd</th>
<th>Verify contact information of 3600 members and update national Tajnīd system with changes in mailing address, phone, email etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td>1. 26 bi-weekly e-newsletters</td>
</tr>
<tr>
<td></td>
<td>2. 1 Year-in-review issue of Al-Naḥl</td>
</tr>
<tr>
<td>Ta’limul Quran</td>
<td>1. All out efforts will be made that all Ansār of each Majlis (100%) should be reciting the Holy Quran in Arabic with its meanings every morning or every day with great love, zeal and devotion.</td>
</tr>
<tr>
<td></td>
<td>2. Plan to motivate and encourage Ansār to devote at least one week per year to participate in Jamā’at USA Waqf-e-Ardhi program and send the names of interested Ansār brothers for further action to National Secretary Ta’limul Quran and Waqf-e-Ardhi at Jamat National Head quarter USA.</td>
</tr>
<tr>
<td>Tarbiyat Nau Mubā’i’īn</td>
<td>1. Continue and maintain accurate database of Nau Mubā’i’īn</td>
</tr>
<tr>
<td></td>
<td>2. Present a welcoming gift to each confirmed up to date data of Nau Mubā’i’īn</td>
</tr>
<tr>
<td></td>
<td>3. Ensure that all Nau Mubā’i’īn know and recite Surah Al-Fatiha for non-Muslim (wallet card)</td>
</tr>
<tr>
<td></td>
<td>4. Ensure Nau Mubā’i’īn are active, participating and included in National Auxiliary and Jamā’at events/programs</td>
</tr>
<tr>
<td></td>
<td>5. Ensure Nau Mubā’i’īn are participating in Tahrīk-e-Jadīd and Waqf-e-Jadīd schemes.</td>
</tr>
<tr>
<td>Audit</td>
<td>1. Conduct yearly audit of income and expenses submitted by Majālis and National departments. Also, the National Auditor will make sure that the expense reimbursement policy was followed.</td>
</tr>
<tr>
<td></td>
<td>2. Conduct real time audit within 2 days of receipt of voucher of expenses during the year through access to the system</td>
</tr>
<tr>
<td></td>
<td>3. National Auditor will perform physical audit of 5-8 large Majālis either online (emails) or at the time of Ansārullāh meetings or during the visits of the local Majālis.</td>
</tr>
<tr>
<td></td>
<td>4. Review the end of the financial year closing.</td>
</tr>
<tr>
<td>Regional Nāzim-e-Ala</td>
<td>Visit every Majlis at least once a year</td>
</tr>
</tbody>
</table>
# Alam-e-Inami Criteria – 2021

<table>
<thead>
<tr>
<th>Department</th>
<th>Local Goals</th>
<th>Due</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Umumi</strong></td>
<td>General meeting attendance at least 50% or more every month</td>
<td>Monthly</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Achieve attendance target for National Ijtima: 50% or more</td>
<td>Annually</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Hold Amila meeting every month</td>
<td>Monthly</td>
<td>100</td>
</tr>
<tr>
<td><strong>Ta’lim</strong></td>
<td>Ta’lim Test I (starts April 15th)</td>
<td>May 31st</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Ta’lim Test II (starts October 1st)</td>
<td>Nov 15th</td>
<td>50</td>
</tr>
<tr>
<td><strong>Tarbiyat</strong></td>
<td>100% Ansār offering five daily prayers.</td>
<td>Monthly</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>100% Ansār regularly offer at least one daily prayer in congregation at Mosque/Salat center or at home?</td>
<td>Monthly</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>100% of Ansār listening Hazoor’s Khutba regularly</td>
<td>Monthly</td>
<td>50</td>
</tr>
<tr>
<td><strong>Mal</strong></td>
<td>100% Participation (based on count provided by Jamā’at)</td>
<td>Dec 31st</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Submit budgets for Members (based on count provided by Jamā’at)</td>
<td>Aug 1st</td>
<td>100</td>
</tr>
<tr>
<td><strong>Īthār</strong></td>
<td>Ansār outreach to 80% of Tajnīd - Twice a year</td>
<td>June &amp; Dec</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Waqar-e-Amal - Four activities during the year</td>
<td>Annually</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Khidmat-e-Khalq - Four activities during the year</td>
<td>Annually</td>
<td>50</td>
</tr>
<tr>
<td><strong>Tablīgh</strong></td>
<td>5 members or 20% Tajnīd attend monthly Tablīgh call</td>
<td>Dec 31st</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>One group (3+ members) activities per month [12 total activities]</td>
<td>Dec 31st</td>
<td>50</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td>At least 35% of Members exercise 4 times a week</td>
<td>Monthly</td>
<td>50</td>
</tr>
<tr>
<td><strong>Waqf-e-Jadid</strong></td>
<td>100% Participation</td>
<td>Dec 31st</td>
<td>50</td>
</tr>
<tr>
<td><strong>Tahrīk-e-Jadid</strong></td>
<td>100% Participation</td>
<td>Oct 31st</td>
<td>50</td>
</tr>
<tr>
<td><strong>Tajnīd</strong></td>
<td>Participate in Tajnīd National Drive 1</td>
<td>March 31</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Participate in Tajnīd National Drive 2</td>
<td>Sep 30th</td>
<td>50</td>
</tr>
<tr>
<td><strong>Publications</strong></td>
<td>Four short stories submitted by a Majlis (Due on March 31, May 31, July 31 &amp; October 31)</td>
<td>see dates</td>
<td>100</td>
</tr>
<tr>
<td><strong>Ta’limul Quran</strong></td>
<td>Based on the number of Ansār recite Quran regularly</td>
<td>Quarterly</td>
<td>50</td>
</tr>
<tr>
<td><strong>Tarbiyat Nau Mubā’īn</strong></td>
<td>Activating and involving New Converts at a local, regional and National level</td>
<td>Sadr Discretionary points</td>
<td>50</td>
</tr>
<tr>
<td><strong>Audit</strong></td>
<td>Quarterly Report</td>
<td>Quarterly</td>
<td>50</td>
</tr>
</tbody>
</table>

**Total Points:** 1400
## Ansār Calendar 2021

Monthly Report from each Majlis is due by the 7th of every month (responsible: Zaʻīm Majlis)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Majlis Ansārullāh Local / Regional Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16</td>
<td>Saturday</td>
<td>Ansār Leadership Conference (virtual)</td>
</tr>
<tr>
<td>March 31</td>
<td>Wednesday</td>
<td>Deadline for Tajnīd Drive I</td>
</tr>
<tr>
<td>April 1</td>
<td>Thursday</td>
<td>Start holding elections for Sadr &amp; Naib Sadr Saf Dom nominations and Shūrā Representatives. Submit Shūrā proposals</td>
</tr>
<tr>
<td>May 31</td>
<td>Monday</td>
<td>Ta’lim Test I - Deadline to submit May 31st</td>
</tr>
<tr>
<td>June 5</td>
<td>Saturday</td>
<td>National Āmila meeting (in person) - Location: TBD</td>
</tr>
<tr>
<td>June 30</td>
<td>Wednesday</td>
<td>Deadline to Submit results of Sadr and Naib Sadr Saf Dom nominations, Shūrā proposals and results of Shūrā Representatives election.</td>
</tr>
<tr>
<td>June 30</td>
<td>Wednesday</td>
<td>Deadline for first outreach calls cycle</td>
</tr>
<tr>
<td>Aug 1</td>
<td>Sunday</td>
<td>Deadline to submit 2022 Budget</td>
</tr>
<tr>
<td>Aug 21</td>
<td>Saturday</td>
<td>National Āmila meeting (in person) - Location: TBD</td>
</tr>
<tr>
<td>Sep 17-19</td>
<td>Fri - Sun</td>
<td>National Shūrā and Ijtimā‘</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Friday</td>
<td>Start holding Za’īm election</td>
</tr>
<tr>
<td>Oct 31</td>
<td>Sunday</td>
<td>Tehrik-e-Jadīd - Deadline for 100% participation</td>
</tr>
<tr>
<td>Nov 15</td>
<td>Monday</td>
<td>Deadline to submit Ta’lim Test II</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Sunday</td>
<td>Deadline to submit Za’īm election results</td>
</tr>
<tr>
<td>Dec 31</td>
<td>Friday</td>
<td>Mal / Finance - Deadline for 100% Chanda participation</td>
</tr>
<tr>
<td>Dec 31</td>
<td>Friday</td>
<td>Waqf-e-Jadīd - Deadline for 100% participation</td>
</tr>
<tr>
<td>Dec 31</td>
<td>Friday</td>
<td>Deadline for second round of outreach calls cycle</td>
</tr>
<tr>
<td>Jan 14 - 16</td>
<td>Fri - Sun</td>
<td>Ansār Leadership Conference 2022 (TBD)</td>
</tr>
</tbody>
</table>

**Every 1st Monday of the month**
National Āmila meeting conference call at 9 pm EST

**Every 1st Tuesday of the month**
Nāzimeen Ala monthly conference call with Sadr Majlis at 9 pm EST

**Every 1st Tuesday of the month**
Zu’amā monthly conference call with Sadr Majlis at 9:30 pm EST

**Other Important dates:**
- Ramadhan: April 14 to May 12
- Eidul Fitr : Thursday, May 13
- Eidul Adha: Tuesday, July 20
## Contact Information - National ṬĀmila

<table>
<thead>
<tr>
<th>No.</th>
<th>NAME</th>
<th>OFFICE</th>
<th>OFFICIAL E-MAIL (@Ansārusa.org)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Imran Hayee</td>
<td>Sadr</td>
<td>sadr@Ansārusa.org</td>
</tr>
<tr>
<td>2</td>
<td>Suhail Kausar</td>
<td>Nā'ib Sadr Awwal</td>
<td>naibsadr.awwal</td>
</tr>
<tr>
<td>3</td>
<td>Abdul Hadi Ahmed</td>
<td>Nā'ib Sadr Saf Dom</td>
<td>naibsadr.safdom</td>
</tr>
<tr>
<td>4</td>
<td>M. Dawood Munir</td>
<td>Nā'ib Sadr</td>
<td>naibsadr1</td>
</tr>
<tr>
<td>5</td>
<td>Mansoor Qureshi</td>
<td>Nā'ib Sadr</td>
<td>naibsadr2</td>
</tr>
<tr>
<td>6</td>
<td>Mahfooz Sheikh</td>
<td>Qā'id Umumi</td>
<td>qaid.umumi</td>
</tr>
<tr>
<td>7</td>
<td>Belal Khalid</td>
<td>Qā'id Ta’lim (Education)</td>
<td>qaid.talim</td>
</tr>
<tr>
<td>8</td>
<td>Muzaffar Siddiqi</td>
<td>Qā'id Tarbiyat (Training)</td>
<td>qaid.tarbiyat</td>
</tr>
<tr>
<td>9</td>
<td>Zahid Mian</td>
<td>Qā'id Māl (Finance)</td>
<td>qaid.mal</td>
</tr>
<tr>
<td>10</td>
<td>Qamar Zafar</td>
<td>Qā'id Ithār (Social Services)</td>
<td>qaid.ithar</td>
</tr>
<tr>
<td>11</td>
<td>Muhammad Ahmad</td>
<td>Qā'id Tablīgh (Preaching)</td>
<td>qaid.Tablīgh</td>
</tr>
<tr>
<td>12</td>
<td>Syed Tanvir Ahmed</td>
<td>Qā'id Zehanat wa Sehat-e-Jismani (Health)</td>
<td>qaid.health</td>
</tr>
<tr>
<td>13</td>
<td>Mooda Shiraz Mantara</td>
<td>Qā'id Waqf Jadīd</td>
<td>qaid.wj</td>
</tr>
<tr>
<td>14</td>
<td>Muhammad Antwi</td>
<td>Qā'id Tāhrīk Jadīd</td>
<td>qaid.tj</td>
</tr>
<tr>
<td>15</td>
<td>Muhammad Shahid Mahmood</td>
<td>Qā'id Tajnīd (Membership)</td>
<td>qaid.Tajnīd</td>
</tr>
<tr>
<td>16</td>
<td>Iftikhar Ahmed</td>
<td>Qā'id Ishā'at (Publication)</td>
<td>qaid.publications</td>
</tr>
<tr>
<td>17</td>
<td>Munir Malik</td>
<td>Qā'id Ta’limul Qur’ān (Education of the Holy Qur’ān)</td>
<td>qaid.Ta’limulquran</td>
</tr>
<tr>
<td>18</td>
<td>Tahir Soofi</td>
<td>Qā'id Tarbiyat Nau Mubā’ī‘īn (New Converts)</td>
<td>qaid.newconverts</td>
</tr>
<tr>
<td>19</td>
<td>Rizwan Ahmad</td>
<td>Auditor</td>
<td>Auditor</td>
</tr>
<tr>
<td>20</td>
<td>Adil Mian</td>
<td>Mu‘āwin Sadr (IT)</td>
<td>muawinsadr.it</td>
</tr>
<tr>
<td>21</td>
<td>Rizwan Aladin</td>
<td>Mu‘āwin Sadr (Special Projects)</td>
<td>muawinsadr.sp</td>
</tr>
<tr>
<td>22</td>
<td>Lamin Sanyang</td>
<td>Mu‘āwin Sadr (II)</td>
<td>muawinsadr.ii</td>
</tr>
</tbody>
</table>
Contact Information - Nāzimeen A’ala

Majlis Ansārullāh is established in 61 chapters (Majālis) in USA, each headed by a Za’īm. For the purpose of administration these Majālis are grouped into 13 regions, each headed by a Nāzim A’ala.

<table>
<thead>
<tr>
<th>No</th>
<th>Region</th>
<th>Nāzim Name</th>
<th>E-mail</th>
<th>CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Central East</td>
<td>Anas Ahmed Mirza</td>
<td>Nazim.ce@Ansārusa.org</td>
<td>732-266-3733</td>
</tr>
<tr>
<td>2</td>
<td>Central West</td>
<td>Khurram Shah</td>
<td>Nazim.cw@Ansārusa.org</td>
<td>925-655-7772</td>
</tr>
<tr>
<td>3</td>
<td>Chicago</td>
<td>Khalid Aziz Ahmad</td>
<td>Nazim.ch@Ansārusa.org</td>
<td>312-656-0251</td>
</tr>
<tr>
<td>4</td>
<td>Great Lakes</td>
<td>Nasir Bukhari</td>
<td>Nazim.gl@Ansārusa.org</td>
<td>248-884-7880</td>
</tr>
<tr>
<td>5</td>
<td>Gulf States</td>
<td>Iftikhar Ahmad Sheikh</td>
<td>Nazim.gs@Ansārusa.org</td>
<td>832-867-5356</td>
</tr>
<tr>
<td>6</td>
<td>Headquarters</td>
<td>Naveed Malik</td>
<td>Nazim.hq@Ansārusa.org</td>
<td>302-345-6994</td>
</tr>
<tr>
<td>7</td>
<td>Midwest</td>
<td>Abu Bakar Bin Saeed</td>
<td>Nazim.mw@Ansārusa.org</td>
<td>414-731-5392</td>
</tr>
<tr>
<td>8</td>
<td>Northeast</td>
<td>Sarjo Trawalley</td>
<td>Nazim.ne@Ansārusa.org</td>
<td>781-913-6461</td>
</tr>
<tr>
<td>9</td>
<td>Northwest</td>
<td>Atta Karim Chowdhry</td>
<td>Nazim.nw@Ansārusa.org</td>
<td>360-609-0163</td>
</tr>
<tr>
<td>10</td>
<td>New York</td>
<td>Mahmood Ahmad Bhutta</td>
<td>Nazim.ny@Ansārusa.org</td>
<td>917-599-8382</td>
</tr>
<tr>
<td>11</td>
<td>Southeast</td>
<td>Imitiaz Rajayki</td>
<td>Nazim.se@Ansārusa.org</td>
<td>484-794-7644</td>
</tr>
<tr>
<td>12</td>
<td>Southwest</td>
<td>Abdul Basith Zafar</td>
<td>Nazim.sw@Ansārusa.org</td>
<td>310-634-8773</td>
</tr>
<tr>
<td>13</td>
<td>Virginia</td>
<td>Shahid Malik</td>
<td>Nazim.va@Ansārusa.org</td>
<td>301-943-8706</td>
</tr>
</tbody>
</table>

- Central East: 403 members - Central Jersey, Lehigh Valley, North Jersey, Philadelphia, Willingboro
- Central West: 177 members - Bay Point, Merced, Sacramento, Silicon Valley
- Chicago: 332 members - Chicago, Indiana, Kansas, St. Louis
- Great Lakes: 198 members - Cleveland, Columbus, Dayton, Detroit, Kentucky
- Gulf States: 372 members - Austin, Dallas, Fort Worth, Houston, New Orleans, Tulsa
- Headquarters: 485 members - Baltimore, Maryland, Pittsburgh, York
- Midwest: 161 members - Iowa, Milwaukee, Minnesota, Oshkosh, Zion
- Northeast: 239 members - Albany, Binghamton, Boston, Buffalo, Fitchburg, Hartford, Rochester, Syracuse
- Northwest: 110 members - Portland, Seattle
- Southeast: 230 members - Alabama-TN, Charlotte, Georgia-Carolina, Miami, Orlando,
- Southwest: 341 members - Las Vegas, Los Angeles, Phoenix, Tucson
- Virginia: 492 members - Central Virginia, North Virginia, South Virginia, Research Triangle, Richmond
Plans and Responsibilities
### Responsibilities of a Qāʾid

**Key Contacts:**

<table>
<thead>
<tr>
<th>Sadr:</th>
<th>Nāʾib Sadr Awwal:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> Imran Hayee</td>
<td><strong>Name:</strong> Suhail Kausar</td>
</tr>
<tr>
<td><strong>Cell:</strong> (732) 801-4657</td>
<td><strong>Cell:</strong> (609) 217 3202</td>
</tr>
<tr>
<td><strong>E-mail:</strong> sadr@Ansārusa.org</td>
<td><strong>E-mail:</strong> Nāʾibsadra.awwal@Ansārusa.org</td>
</tr>
</tbody>
</table>

**Responsibilities of a Qāʾid**

*Responsibilities of each Qāʾid are listed separately in the Ansār Constitution; numbers 96 to 148.*

181. 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 Nāʾib Qāʾid (Deputy Qāʾid) 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 Qāʾid 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, Ijtimāʾat, and meeting of Majlis Shūrā.
5. Act as mentor for Zuʿamā (for implementation of all plans according to the schedule).
6. Make note of the departmental budget and track departmental expenses accordingly.

**A Nāʾib Qāʾid should:**

1. Attend Ijtimāʾ at
2. Attend National Āmila meeting if for any reason Qāʾid is unable to attend a meeting.
3. Assist Qāʾid in discharging his responsibility.
Responsibilities of a Regional Nāzím A’ala

Key Contacts:

<table>
<thead>
<tr>
<th>Sadr:</th>
<th>Qā’id Umumi:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Imran Hayee</td>
</tr>
<tr>
<td>Cell:</td>
<td>(732) 801-4657</td>
</tr>
<tr>
<td>E-mail:</td>
<td>sadr@Ansārusa.org</td>
</tr>
</tbody>
</table>

Responsibilities of a Regional Nāzím A’ala

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

1. Regional Nāzím A’ala shall be responsible for affairs of all Majālis in his region. He may be appointed in each Qiyadat.
2. He shall preside over the meetings of Majlis Āmila of his region.
3. He shall send a report of his activities to Sadr Majlis every month.
4. It shall be necessary for all Nāzímeen A’ala and Zu’amā to attend the national Ijtimā unless prior permission has been requested and granted by Sadr Majlis.

A Regional Nāzím A’ala should:

1. Appoint at least one Nā’ib Nāzím A’ala to assist him.
2. Develop Plan and organize Regional Ijtimā in accordance with provided guidelines. He should work with Zu’amā to ensure maximum attendance at local, regional and National Ijtimā.
3. Be prompt in communications with Zu’amā and National Āmila members and be in touch with Zu’amā at least once a month to review their performance in meeting their local goals for every department.
4. Encourage every Za’īm to involve his Nā’ib Za’īm in communications to keep Majlis active consistently.
5. Ensure his and Zu’amā’s attendance in monthly conference calls with Sadr Majlis.
6. Personally visit all Majālis of his region at least once a year to develop personal relationships with their Ansār brothers and hold a quarterly teleconference with Zu’amā.
7. Ensure that each Majlis submits its monthly report by the 7th of each month; he should submit his own report by 12th of every month.
Responsibilities of a Za’īm

Key Contacts:

<table>
<thead>
<tr>
<th>Sadr:</th>
<th>Qā’id Umumi:</th>
<th>Regional Nāzim A’ala:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Imran Hayee</td>
<td>Name: Mahfooz Sheikh</td>
<td>Name:</td>
</tr>
<tr>
<td>Cell: (732) 801-4657</td>
<td>Cell: (972) 697-7920</td>
<td>Cell:</td>
</tr>
<tr>
<td>E-mail: sadr@Ansārusa.org</td>
<td>E-mail: qaid.umumi@Ansārusa.org</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Responsibilities of Za’īm

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

167. Za’īm 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.
168. Za’īm shall preside over meetings of his Majlis ‘Āmila.
169. In case of emergency Za’īm 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.
172. Za’īm has the power to temporarily 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’īm A’ala.
174. Za’īm shall send the report of his activities to the Sadr Majlis every month.
188. Every Majlis shall appoint one Sā’iq (group leader) for every 10 members; this group leader shall endeavor to activate these members and help keep them motivated.

**Za’īm should:**

1. Get to know all the members of the Majlis personally.
2. Form Āmila as early as possible and submit Āmila list through AMaaT.
3. Train Nā’ib Za’īm and ‘Āmila members by delegating different responsibilities to them.
4. Hold Āmila meeting and Ansār general meeting every month. He must aim at energizing members for maximum attendance using all possible means like emails, phone calls and personal conversations.
5. Implement National Plans as listed in the Ansār Handbook (or as communicated by Qā’ideen) and inspire members towards Alam-e-Inami
6. Should organize local Ijtima and strive for maximum attendance at Regional and National Ijtima.
7. **Must ensure his attendance at ALC, monthly conference calls with Sadr Majlis and any other event or meeting requested by national Headquarters.**
8. Submit monthly report of activities to Sadr Majlis by 7th of every month.
9. Report demise of a Nāsir to Sadr Majlis as soon as possible (send full particulars and photo if possible), and assist with burial arrangements when a Jamā’at member passes away.
10. Send report of new Bai’ats to Sadr Majlis, Qā’id Tablīgh and Qā’id Membership (Tajnīd).
Za’īm Guidelines

**Monthly Report:** Ansâr office holders should submit report of activities in their sphere of responsibility. All reports are combined and submitted to Hadhrat Khalîfatul-Masîḥ (May Allâh be his helper) by Sadr Majlis every month. It is important to send these reports in a timely manner so the information sent to Huzoor is current. Please remember to follow instruction of Hadhrat Khalîfatul-Masîḥ IV (may Allah have mercy on him) when 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 Ansârullâh Pakistan, 2007 (Hida'yaat)”

***************

**Local ‘Āmila:** As instructed by the Sadr Majlis, every Za’īm should nominate ‘Āmila and submit names for approval as soon as possible if you have not done so already. In a small Majlis more than one department can be assigned to the same person. Local ‘Āmila should be created in AManaT.

<table>
<thead>
<tr>
<th>Majlis:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office / Muntāzim</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Za’īm</td>
<td></td>
</tr>
<tr>
<td>Nā‘ib Za’īm Awwal</td>
<td></td>
</tr>
<tr>
<td>Nā‘ib Za’īm Sa‘f Dom</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Umumi</td>
<td></td>
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<tr>
<td>Muntāzim Education</td>
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<tr>
<td>Muntāzim Moral Training</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Training New Members</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Social Services</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Tablîgh (Propagation)</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Health</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Finance</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Waqf Jadîd</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Tahrîk Jadîd</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Membership</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Publication</td>
<td></td>
</tr>
<tr>
<td>Muntāzim Qur’ān Education</td>
<td></td>
</tr>
<tr>
<td>Auditor</td>
<td></td>
</tr>
</tbody>
</table>
Āmila Meeting:
1. Hold Āmila meeting every month.
2. Prepare and distribute agenda for the Āmila meeting to the Āmila members at least three (3) days before the meeting. Suggested sample agenda is given below:

Agenda for Āmila Meeting

- Recitation of the Holy Qur’ān
- Minutes of previous month’s meeting
- Communication from headquarters
- Report of activities
- Plans for next month
- Other agenda items
- Date of next meeting & Dua

Assign
Muntāzim Umumi
Za‘īm
Each Muntāzim
....
....
Assign

* Pledge is not required in Āmila meeting *

3. Keep minutes of all meetings as part of local records.
4. 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.
2: Umumi (General Secretary)

Key Contacts:

<table>
<thead>
<tr>
<th>Qā’īd:</th>
<th>Nā’īb Qā’ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Mahfooz Sheikh</td>
</tr>
<tr>
<td></td>
<td>Mujeeb Chowdhary</td>
</tr>
<tr>
<td></td>
<td>Osman Ahmed</td>
</tr>
<tr>
<td>Cell:</td>
<td>972-697-7920</td>
</tr>
<tr>
<td></td>
<td>240-429-6590</td>
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<tr>
<td></td>
<td>646-872-7237</td>
</tr>
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<td>E-mail:</td>
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<tr>
<td></td>
<td>Naibqaid.umumi1@Ansārusa.org</td>
</tr>
<tr>
<td></td>
<td>Naibqaid.umumi2@Ansārusa.org</td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Umumi:

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

120. Muntāzim Umumi shall be in charge of the office at local Majlis.
121. He shall see that instructions of Za’īm are being carried out and remind all concerned when necessary.
122. He shall maintain the record of proceedings of local Majlis.

The Muntāzim 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’īm.
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) Record minutes of the proceedings of ‘Āmila meetings.
   b) Track implementation of Majlis Āmila decisions.
4) Report:
   a) Assist the Za’īm in preparing Majlis activity reports.
   b) Obtain monthly reports from office holders.
5) Perform all other duties that the Za’īm may assign.

National Departmental Goal(s)

1. All Majālis holding Āmila meeting every month
2. All Majālis holding General meeting every month with attendance 50% or more of total Tajnīd
3. Achieve National Ijtimā attendance target: 1500

Local Majlis Goal(s)

1. Hold Āmila and General meeting every month
2. General meeting attendance at least 50% or more every month
3. Achieve attendance target for National Ijtimā: 50% or more

Monthly Reporting Question(s):

1. Did you hold Āmila meeting?
2. Did you hold a monthly general meeting (Y/N)? (if Yes then answer the following question)
   a. How many Ansār attended monthly general meeting?
3. Briefly describe any efforts made to bring more Ansār to monthly meetings.

Majlis Evaluation on Umumi Department

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General meeting attendance 50% or more</td>
<td>Every month</td>
<td>50%</td>
</tr>
<tr>
<td>Achieving attendance target 50% or more for National Ijtimā</td>
<td>Annually</td>
<td>37.55%</td>
</tr>
<tr>
<td>Hold Āmila meeting every month</td>
<td>Every month</td>
<td>12.5%</td>
</tr>
</tbody>
</table>
Any Additional Information
- Monthly meetings may be held online or over the phone due to distance or weather or pandemic.
- Monthly meeting is not required if a Majlis is holding local or regional Ijtima in that month.
- For Umumi resources, visit [http://Ansarusa.org/departments/umumi](http://Ansarusa.org/departments/umumi)
3: Ta’lim

Key Contacts:

<table>
<thead>
<tr>
<th>Qa’id:</th>
<th>Nā’ib Qa’ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Belal Khalid</td>
<td></td>
</tr>
<tr>
<td>Cell: 732-841-4924</td>
<td></td>
</tr>
<tr>
<td>E-mail: Qaid.talim@Ansārusa.org</td>
<td></td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Ta’lim:

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

125. It shall be the duty of Muntāzim Education to propagate and inculcate the Islāmic teachings amongst the members of Majlis Ansārullāh.
126. Muntāzim Education shall arrange the education of illiterate persons.

The Muntāzim should:

1. Encourage Ansār to read Holy Quran and the books of Promised Messiah (as) especially, the Ta’lim Test syllabus books for 2021.
2. Encourage Ansār to complete Ta’lim tests in time.
3. Promote and facilitate learning of Islamic teachings among Ansār.
4. 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://Ansārusa.org/content/education](http://Ansārusa.org/content/education)

**National Departmental Goal(s)**

1. 40% of Ansār taking and completing Ta’lim Test I and II

**Local Majlis Goal(s)**

1. Ansār study the book “Conditions of Bai’at”
2. 40% Ansār Participation in Ta’lim Test I and II
3. 10% Ansār achieving Level 2nd (Advanced) level Ta’lim Test I and II

**Monthly reporting Question(s):**

None

**Majlis Evaluation**

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ta’lim Test I (starts April 15th)</td>
<td>May 31</td>
<td>50%</td>
</tr>
<tr>
<td>Ta’lim Test II (starts October 1st)</td>
<td>November 15</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Syllabus:**

1. Book “Conditions of Bai’at”.
2. Friday Sermons relative to the book “Conditions of Bai’at”.
3. Commentary of the Quranic verses mentioned in the book “Conditions of Bai’at”.
4: Tarbiyat

Key Contacts:

<table>
<thead>
<tr>
<th>Qa'id:</th>
<th>Naib Qa'ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Muzaffar Ahmad Siddiqi</td>
</tr>
<tr>
<td>Cell:</td>
<td>714-931-3473</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:Qaid.tarbiyat@Ansarusa.org">Qaid.tarbiyat@Ansarusa.org</a></td>
</tr>
</tbody>
</table>

Responsibilities of Muntazim Tarbiyat:

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

127. It shall be the duty of the Muntazim Moral Training to take necessary steps for the development of true Islamic character amongst members of Majlis Ansarullah.

The Muntazim should:

1. Work to take necessary steps for the developments of true Islamic character amongst members of Majlis
2. Instill in Ansar members, the habit of offering five-time daily prayers.
3. Instill in Ansar members, the habit of listening Hazoor's Khutba regularly.

National Departmental Goal(s)

1. All Ansar offering five daily prayers with at least one prayer in congregation.
2. All Ansar listening Hazoor’s (aba) Khutba regularly.

Local Majlis Goal(s)

1. All Ansar offering five daily prayers.
2. All Ansar to offer at least one daily prayer at Mosque or Salat center in addition to Jumma. If a Nasir lives more than 15 minutes from the Mosque or Salat center, then congregational prayer at home is acceptable.
3. All Ansar listening Hazoor’s (aba) Khutba regularly.

Monthly reporting Question(s):

1. How many Ansar offer five daily prayers?
2. How many Ansar regularly offer at least one daily prayer in congregation at Mosque/Salat center in addition to Jumma?
3. How many Ansar offer at least one congregational Salat with family at home.
4. How many Ansar listen to Hazoor’s Friday Sermons regularly?
5. Briefly describe the efforts made to motivate Ansar to offer five daily prayers in congregation.
6. Briefly describe the efforts made to motivate Ansar to listen to Hazoor's Friday Sermons.

Majlis Evaluation:

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date/ Frequency</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Ansar offering five daily prayers.</td>
<td>Monthly</td>
<td>33.3%</td>
</tr>
<tr>
<td>100% Ansar regularly offer at least one daily prayer in congregation at Mosque/Salat center/At home</td>
<td>Monthly</td>
<td>33.3%</td>
</tr>
<tr>
<td>100% of Ansar listening Hazoor’s (aba) Khutba regularly</td>
<td>Monthly</td>
<td>33.3%</td>
</tr>
</tbody>
</table>
5: Mal (Finance)

Key Contacts:

<table>
<thead>
<tr>
<th>Qā’id:</th>
<th>Nā’īb Qā’ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Zahid Mian</td>
<td>Hisham Qureshi</td>
</tr>
<tr>
<td>508-353-8909</td>
<td>781-572-0035</td>
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<td></td>
<td>naibqaid.mal2@Ansārusa.org</td>
</tr>
<tr>
<td></td>
<td>Akbar Shah</td>
</tr>
<tr>
<td></td>
<td>330-419-0038</td>
</tr>
<tr>
<td></td>
<td>naibqaid.mal3@Ansārusa.org</td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Mal:

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

128. Muntāzim Finance shall organize the assessment of annual budget of all Ansār in his Majlis, and shall arrange collection of subscription according to this budget.
130. He shall correspond with Qā’id Māl on matters concerning his Majlis.
131. 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.
132. He shall present annual budget of his Majlis to Qā’id Māl for presentation to Majlis Shūrā.
133. He shall present the income and expense statement before local Majlis Āmila every month.
187. 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 Muntāzim should:

1. Collect, report, deposit Chanda; collect income budgets on time
2. Remind members of finance obligations regularly, at least once a month
3. Go “door-to-door” to collect income budgets
4. Consult with local Āmila about expenses
5. Read this document

National Departmental Goal(s)

1. Ansār Chanda participation to equal Participation of Jamā’at Chanda (Aam/Wasiyyat): 2,850
2. Reconcile reports monthly
3. Manage Expenses
4. Manage bank transactions

Local Majlis Goal(s)

1. Contact (in-person or by call) 100% of members for Chanda
2. Submit batch regularly (deposit checks within 2 weeks)
3. Encourage online Chanda payments (to avoid issues with deposits)

Monthly reporting Question(s):

None

Majlis Evaluation:

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points %</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Participation (based on count provided by Jamā’at)</td>
<td>December 31, 2021</td>
<td>50%</td>
</tr>
<tr>
<td>Submit budgets for Members (based on count provided by Jamā’at)</td>
<td>August 01, 2021</td>
<td>50%</td>
</tr>
</tbody>
</table>
Any Additional Information

1. Best Practices
   a. Do a quarterly assessment and inform members of their Chanda status.
   b. Review Tajnīd regularly and update plan accordingly
   c. Muntāzim must always be respectful and avoid asking in presence of others. Also, he must maintain strict confidentiality of members’ finances.
   d. Chanda should be paid at regular intervals throughout the year. Those who pay full year’s obligation all at once should try to pay earlier in the year.
   e. Zaʾīm, Muntāzim Finance, and Āmila members should lead by example and not be in arrears for more than 2 months.
   f. Instances of refusal to pay should be reported to Sadr Majlis through Qāʿīd Māl.
   g. A receipt must be issued for all collections within one week (preferably immediately).
   h. Muntāzim should remind Ansār to pay Chanda by:
      1. Announcing once a month at meetings and Friday Prayer.
      2. Contacting privately in the mosque or by phone and E-mail.
      3. If necessary Muntāzim can mail letters or visit members at home after consulting with Zaʾīm.
   i. Focus on participation early in the year
   j. Muntāzim should motivate members by sharing inspirational messages from Islamic history
   k. Muntāzim should try to establish personal relationships with members
   l. Ask local missionary for assistance, if necessary
   m. Share how Chanda helps the Majlis carry out its goals
   n. Encourage online Chanda payments (https://amanat.Ansārusa.org/chanda)
6: Īthār - (Ee-saar) – Social Services

Key Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Qamar Zafar</th>
<th>Shiraz Laeeq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>512-956-6448</td>
<td>512-903-3917</td>
</tr>
<tr>
<td>E-mail</td>
<td>Qaid.Ithar@Ansārusa.org</td>
<td>NaibQaid.Ithar1@Ansārusa.org</td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Ithar

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

134. Qā'id Īthār shall chalk out programs in order to sympathize with Allah's creatures, to serve them and to work for their welfare and shall ask all the Majālis to act upon these programs.

Expectations:

Under the ninth condition of Bait.

1. Outreach of 80% USA Ansār.
2. Service to humanity: Identify service needs in your local area and partner with organizations (if needed) to provide service to humanity.
4. Involve Ansār in Khidmat-e-Khalq activities like blood donations, Feed the Hungry, job help, distribute gifts, help refugees, etc.

National Goal:

1. In the spirit of Ansār and Emigrants (Muhaajrin) to Medina, establish brotherhood (Mu'akhaat) with fellow Ansār. Reach out to 80% of Ansār one-on-one via phone, virtually, or in person.
2. 200 Waqar-e-Amal activities.
3. 200 Khidmat-e-Khalq activities.

Local Majlis Goal(s)

None

Monthly reporting Question(s):

1. How many additional Ansār in your Majlis were reached out this month as part of outreach effort?
2. As part of Waqar-e-Amal during this month:
   a. How many Waqar-e-Amal activities were done?
   b. How many total Ansār participated in Waqar-e-Amal activities?
   c. How many total hours were spent in Waqar-e-Amal activities?
3. As part of Khidmat-e-Khalq activities e.g. blood drives, feed the hungry, job help, soup kitchens, visit the elderly, distribute gifts, etc. during this month,
   a. How many Khidmat-e-Khalq activities were done?
   b. How many people were helped by Khidmat-e-Khalq activities?
   c. Which Khidmat-e-Khalq activities were done?

Majālis Evaluation

<table>
<thead>
<tr>
<th>Majālis Evaluation</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansār outreach – Twice a year</td>
<td>June &amp; December</td>
<td>50%</td>
</tr>
<tr>
<td>Waqar-e-Amal</td>
<td>4 activities during the year</td>
<td>25%</td>
</tr>
<tr>
<td>Khidmat-e-Khalq</td>
<td>4 activities during the year</td>
<td>25%</td>
</tr>
</tbody>
</table>

Resources: [http://Ansārusa.org/aithar](http://Ansārusa.org/aithar)
7: Tablīgh

Key Contacts:

<table>
<thead>
<tr>
<th>Qā‘id:</th>
<th>Nā‘ib Qā‘ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Muhammad Ahmad</td>
<td></td>
</tr>
<tr>
<td>Cell: (512) 629-6092</td>
<td></td>
</tr>
<tr>
<td>E-mail: Qaid.Tablīgh@Ansārusa.org</td>
<td></td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Tablīgh:

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

135. Muntāzim Tablīgh shall prepare all members to practically participate in preaching.
136. Muntāzim Tablīgh shall prepare a scheme for preaching and shall motivate the members to use all their resources to implement it.

The Muntāzim should:
1. Write to Huzoor at least once a month requesting prayers for local Majlis Tablīgh efforts.
2. Motivate every Nasir to participate in some Tablīgh activity every month.
3. Arrange/Coordinate monthly group Tablīgh activity for Majlis
4. Help Za‘īm with data for monthly Tablīgh report
5. Enable local Ansār to increase in their Tablīgh related religious knowledge.
6. Highlight Huzoor’s instructions regarding Tablīgh to local Ansār.

National Departmental Goal(s)
1. Organize a monthly Tablīgh class for Ansār to attend.
2. Enable local Muntāzim to organize group a Tablīgh activity a month.
3. Expand & communicate Tablīgh resources

Local Majlis Goal(s)
1. Attend & encourage Ansār to attend nationally organized monthly online classes.
2. One group (3+ members) activity per month [12 total activities, make up is ok].

Monthly reporting Question(s):
1. How many Ansār participated in online Tablīgh class this month?
2. Number of group (3+ members) Tablīgh activities organized and/or participated by Ansārullāh?
3. Briefly describe the efforts to motivate Ansār to participate in Tablīgh activities.

Majlis Evaluation:

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 members or 20% Tajnīd attend monthly Tablīgh call</td>
<td>12/31/2021</td>
<td>50%</td>
</tr>
<tr>
<td>One group (3+ members) activities per month [12 total activities]</td>
<td>12/31/2021</td>
<td>50%</td>
</tr>
</tbody>
</table>
Any Additional Information

Ansārullāh USA Tablīgh Department page [http://www.Ansārusa.org/Tablīgh]

Examples of individual Tablīgh activities in which a Nasir can participate:

1. Attend Congregational Tahajjud prayers for success in Tablīgh
2. Participate in a Daeen-illahllah class or a regional Tablīgh conference arranged by Jamā’at.
3. Having a brief conversation with a neighbor or a colleague to introduce himself as an Ahmadi Muslim
4. Having a one-to-one conversation with a Tablīgh contact about true Islam, Ahmadiyyat.
5. Inviting a non-Muslim or non-Ahmadi guest at home or at Mosque
6. Visit rehab facilities and prisons to introduce true Islam, Ahmadiyyat.
7. Post an article or a blog about Ahmadiyyat, the true Islam, on a social media avenue e.g. Twitter or Facebook.
8. Publish a newspaper article e.g., a letter to the editor or an opinion editorial on Islam and Ahmadiyyat.
9. Participation in any of the following Tablīgh events
   a. Coffee Cake and True Islam
   b. Flyer and literature distribution
   c. Interfaith symposium
   d. Quran Exhibition
   e. Bookstall
   f. Small town or University Tablīgh event
10. Any other Tablīgh activity, which is not listed here (a brief description of that activity, should be written by the Nasir).

Examples of group Tablīgh activities that a Majlis can organize:

I. Arrange congregational Tahajjud prayers for success in Tablīgh
II. Arrange a Daeen-illahllah class
III. Host a regional Tablīgh conference arranged by Jamā’at.
IV. Arrange a Quran exhibition at any venue
V. Arrange an open house or other Tablīgh event
VI. Organize a local flyer distribution event
VII. Organize a bookstall at a flea market or another public place
VIII. Organize a talk about Islam at a local school, library or university etc.
IX. Organize an interfaith event
X. Any other group Tablīgh activity, which is not listed here (a brief description of that activity, should be written by the Muntāzim).
8: Health (Dhahanat Wa Sihat Jismani)

Key Contacts:

<table>
<thead>
<tr>
<th>Qā’id:</th>
<th>Nā’ib Qā’ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Syed Tanvir Ahmed</td>
<td>Irfan Chaudhry</td>
</tr>
<tr>
<td>Cell: 601-209-3546</td>
<td>Salman Akhtar (717) 494-6271</td>
</tr>
<tr>
<td>E-mail: Qaid.health@Ansārusa.org</td>
<td>Mamoon Bokhari (716) 986-2507</td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Health:

*Items in this box have been adopted from the Constitution of Majlis Ansārullāh:*
137. Qā’id Dhahanat Wa Sihat Jismani shall chalk out programs for maintaining intellectual and physical health of members.

The Muntāzim should:
1. Promote Healthy Lifestyle and Arrange Sports and other Healthy Activities
2. Assist all those in need of health care through Ansār Help line
3. Coordinate with Qā’id Health to Establish Free Health Clinics in their Majlis
4. Encourage Physicians / health Professionals to organize other health related activities
5. Take a lead in Developing new ideas and health programs

National Departmental Goal(s)
1. At least 35% of members exercise regularly (150 Minutes or more / week)
2. Arrange Health Related Activities at all Regional and National events
3. Provide Health material for monthly meetings
4. Ansār Help Line for Free Health Services
5. Expansion of Existing and Opening of New Clinics
6. Special Projects to Promote Health in the Health Department

Local Majlis Goal(s)
1. At least 35% of members exercise regularly most days of the week (150 minutes / week)
2. Organize events (Bicycle clubs, Walking Groups Regular Sports)

Monthly reporting Question(s):
1. How many Ansār exercise at least 4 days a week or 150 minutes / week?

Majlis Evaluation:

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points %</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 35% of Members exercise 4 times a week</td>
<td>Monthly</td>
<td>100%</td>
</tr>
</tbody>
</table>

Any Additional Information
1. Please refer to Ansār Website for Departmental Resources
2. Please contact Qā’id Health anytime for anything at Qaid.health@Ansārusa.org or Cell 601-209-3546
**9: Waqf-e-Jadīd**

**Key Contacts:**

<table>
<thead>
<tr>
<th>Qā’id:</th>
<th>Nā’ib Qā’ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Shiraz Mantara</td>
</tr>
<tr>
<td>Cell:</td>
<td>(913) 526-4809</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Qaid.wj@Ansārusa.org</td>
</tr>
</tbody>
</table>

**Responsibilities of Muntāzim Waqf-e-Jadīd:**

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

138. Muntāzim Waqf-e-Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices and other programs of Waqf-e-Jadīd.

**The Muntāzim should**

1. Assist local Waqf-e-Jadīd Secretaries with pledges. All pledges should be sent to the center by March 30, 2021. 100% participation should be encouraged.
2. Follow up to ensure collection targets are on schedule. Members could be reminded through meetings, phone calls, E-mails or by personal visit.
3. Paying members should be encouraged to increase their contribution to Waqf-e-Jadīd over their previous contribution.
4. Paying members should also be used to recruit non participating members.
5. Encourage family members to participate in the blessed Waqf -e-Jadīd scheme.

**National Departmental Goal(s)**

1. 1. 2850 Ansār participation in Waqf-e-Jadīd
2. 2. Provide quarterly emails to entire Āmila and all Zu’amā to identify gaps and provide motivation.
3. 3. Share inspiring accounts of those who have participated in Waqf-e-Jadīd.

**Local Majlis Goal(s)**

100% Ansār participating in Waqf-e-Jadīd

**Monthly reporting Question(s):**

None

**Majlis Evaluation**

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Participation</td>
<td>12/31/2021</td>
<td>100%</td>
</tr>
</tbody>
</table>
10: Tahrīk-e-Jadīd

KeyContacts:

<table>
<thead>
<tr>
<th>Qāʾīd:</th>
<th>Nāʾib Qāʾideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Mohammed Antwi</td>
</tr>
<tr>
<td>Cell:</td>
<td>(817)932 0659</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Qaid.tj@Ansārusa.org</td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Tahrīk-e-Jadīd:

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

139. Muntāzim 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 Muntāzim should

1. Assist Jamāʿat Tahrīk-e-Jadīd Secretary with Tahrīk-e-Jadīd pledges. All pledges should be sent to the center by March 15, 2021.
2. Follow up Ansār to ensure collection targets are on schedule. Ansār members could be reminded through meetings, phone calls, emails or by paying them a personal visit.
3. Regular Chanda paying members should be encouraged to increase their contribution to Tahrīk-e-Jadīd to 1/5th 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-e-Jadīd in one year.
4. Request Ansār to encourage their family members to participate in this blessed Tahrīk-e-Jadīd.

National Departmental Goal(s)

1. 2850 Ansār participating in Tahrīk-e-Jadīd.
2. To call 10 Muntāzimeen or Zu'amā monthly to motivate and give guidance.
3. Share inspiring accounts of those who have participated in Tahrīk-e-Jadīd.

Local Majlis Goal(s)

1. 100% Ansār participating in Tahrīk-e-Jadīd
2. At least 25% of Ansār should be followed-up every month, to ensure collection targets are on schedule. Ansār members could be reminded through meetings, phone calls, emails or by paying them a personal visit.

Monthly reporting Question(s):

None

Majlis Evaluation

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Participation</td>
<td>Oct 31</td>
<td>100%</td>
</tr>
</tbody>
</table>

Any Additional Information
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.
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.
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.
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 at various time intervals (mostly 20 years) since its inception. Register periods are detailed below:

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

Hadrat Khalīfatul-Masīh V (May Allāh be his helper) 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.
11: Tajnīd (Membership)

Key Contacts:

<table>
<thead>
<tr>
<th>Qā'īd:</th>
<th>Nā’ib Qā’ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Muhammad Shahid Mahmood</td>
</tr>
<tr>
<td>Cell:</td>
<td>313-283-3521</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Qaid.Tajnīd@Ansārusa.org</td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Tajnīd:

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

140. Muntāzim Membership shall see that each Ahmadī who has attained the age of Ansārullāh is included in the Membership (i.e. enrollment).

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

The Muntāzim should:

1. Maintain complete membership record of all Ansār in AMaNaT online Tajnīd/Finance system.
2. Promptly record any change in member’s contact information (address, phone, email & profession) in AMaNaT.
3. Report members who have moved in or out of Majlis using online Tajnīd update form.

National Departmental Goal(s)

Verify contact information of 3600 members and update national Tajnīd system with changes in mailing address, phone, email etc.

Local Majlis Goal(s)

1. Maintain accurate contact information of all members in AMaNaT online Tajnīd/Finance system.
2. Participate in national Tajnīd drives.

Monthly reporting Question(s):

1. How many members Tajnīd information is changed this month?
2. Are all Tajnīd changes recorded in AMaNaT: (Y/N)

Majlis Evaluation

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate 100% of Ansār with correct phone number, mailing address, YOB, profession information and e-mail address in AMaNaT. <em>(Points will be deducted for mail returns, invalid email and phone call rejections).</em></td>
<td>March 31st</td>
<td>50%</td>
</tr>
<tr>
<td>Tajnīd National Drive I</td>
<td>March 31st</td>
<td>50%</td>
</tr>
<tr>
<td>Tajnīd National Drive II</td>
<td>September 30th</td>
<td>50%</td>
</tr>
</tbody>
</table>

12: Publications

Key Contacts:

<table>
<thead>
<tr>
<th>Qā’id:</th>
<th>Nā’ib Qā’ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Iftikhar Ahmed</td>
<td></td>
</tr>
<tr>
<td>Cell: 408-203-0935</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:qaid.publications@ansarusa.org">qaid.publications@ansarusa.org</a></td>
<td></td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Publications:

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

142. Muntāzim Publications shall try to … motivate members to contribute articles to [Ansār newsletters and Al-Nahl] …

143. He shall assist Qā’id Publications with the sale and distribution of books and literature, as and when required…

The Muntāzim should:

1. Remind all Ansār to read Al-Hakam newsletter (alhakam.org) as instructed by Huzoor (ayyadahullah).
2. Ensure that all Ansār are receiving Majlis’ publications. If someone is not receiving these publications, submit mailing address and/or email address updates to Qā’id Tajnīd at qaid.Tajnīd@Ansārusa.org.
3. Urge Ansār to regularly read Majlis’ publications.
4. Encourage Ansār to write short stories including accounts about how they accepted Ahmadiyyat. Story examples can be found at Ansārusa.org/publications/story-examples.
5. Send brief reports of significant local and regional activities and news about Ansār achievements, illness, demise, etc. to newsletter@Ansārusa.org.

National Departmental Goal(s)

1. 26 bi-weekly e-newsletters
2. 1 Year-in-review issue of Al-Nahl

Local Majlis Goal(s)

1. Submit at least 4 short stories (200-500 words each) during the year. Story examples can be found at Ansārusa.org/publications/story-examples.

Monthly reporting Question(s):

None

Majlis Evaluation:

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Short story</td>
<td>Mar. 31st</td>
<td>25%</td>
</tr>
<tr>
<td>2nd Short story</td>
<td>May 31st</td>
<td>25%</td>
</tr>
<tr>
<td>3rd Short story</td>
<td>Jul. 31st</td>
<td>25%</td>
</tr>
<tr>
<td>4th Short story</td>
<td>Oct. 31st</td>
<td>25%</td>
</tr>
</tbody>
</table>
Additional Information

Examples of Short Stories

- Memories highlighting faith-enhancing incidents such as acceptance of prayer
- Narrating an inspiring experience of a Mulaqāt (meeting) with Khalīfatul-Masīḥ
- Describing a Tablīgh or Īthār event with pictures
- Local Ijtima report with action shots
- Writing about Majlis’ achievement of a goal such as Wasiyyat, Chanda participation, etc.
- Stories of brotherhood, Ijtima experience

Useful Links

Publications material submission (stories, news, etc.): newsletter@Ansārusa.org
Tajnīd updates (mailing address, email address): gaid.Tajnīd@Ansārusa.org
Online Tajnīd updates: Ansārusa.org/Tajnīd-update
Short story examples: Ansārusa.org/publications/story-examples

Ordering Ansār publications

Books, pamphlets, and other materials published by Majlis Ansārullāh, USA can be ordered at Jamā’at’s online bookstore at amibookstore.us.

Guidelines for Group Photos

The following protocol must be followed when taking group photos:

- **For local Ijtima**: 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). Regional Nāzīm A’āla (if attending) otherwise Za’īm should be seated/standing in the middle; local President, if present, on the right, then right to the local President should be Nā’ib Za’īm Ṣaff Dom; Nā’ib Za’īm Ṣaff Awwal on the left to the Za’īm, then Muntāzim ‘Umūmī. After that, other ‘Āmila members or elders can be seated.

- **For regional Ijtima**: 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 Nāzīm A’āla 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 right to the person sitting in the middle (Za’īm, Regional Nāzīm A’āla, or National Representative).

The protocol should also be followed for group photos taken at Majlis’ other programs—such as general meetings. **Any photo submitted that does not follow these guidelines will not be published in Ansār publications.**
13: Ta’limul-Quran

Key Contacts:

<table>
<thead>
<tr>
<th>Qā’id:</th>
<th>Nā’ib Qā’ideen:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Munir Ahmad Malik</td>
<td>Shahzad Amjad</td>
<td>Maqbool Ahmad</td>
</tr>
<tr>
<td>Cell: 602-350-1121</td>
<td>480-363-8952</td>
<td>512-560-0818</td>
</tr>
<tr>
<td>E-mail: Qaid.Ta’limulquran@Ansārusa.org</td>
<td><a href="mailto:Shahzad_amjad@yahoo.com">Shahzad_amjad@yahoo.com</a></td>
<td><a href="mailto:Abu_sarim@hotmail.com">Abu_sarim@hotmail.com</a></td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Ta’limul-Quran:

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

144. Muntāzim Education Quran shall motivate members to learn reading and recitation of the Holy Quran with correct pronunciation and teach it to others.

145. He shall urge members to participate in Waqf-e-Ardhi.

The Muntāzim should:

1. Lead by example – follow the program for education of Holy Quran.
2. Inculcate love of the Holy Quran among Ansār with prayers and by encouraging members to:
   (a) Recite Holy Quran Daily    (b) Memorize prescribed verses of Holy Quran (c) Learn translation and commentary of Holy Quran.
3. Arrange Quran classes: (a) one to one (b) on line/via telephone.
4. Make special arrangements to teach Quran recitation on one on one basis for converts.
5. Encourage Ansār to devote at least one week (per year) to participate in Waqf-e-Ardhi for the purpose of teaching Holy Quran under the plan of National Ta’lim ul Quran and Waqf-e-Ardhi Department.
6. Evaluate progress and report on it.

National Departmental Goal(s)

1. All out efforts will be made that all Ansār of each Majlis (100%) should be reciting the Holy Quran in Arabic with its meanings every morning or every day with great love, zeal and devotion.
2. Plan to motivate and encourage Ansār to devote at least one week per year to participate in Jamā’at USA Waqf-e-Ardhi program and send the names of interested Ansār brothers for further action to National Secretary Ta’limul Quran and Waqf-e-Ardhi at Jamā’at National Head quarter USA.

Local Majlis Goal(s)

1. To achieve the national goal of 100 percent, all efforts should be made at local level to ensure that all the Ansār of each Majlis recite the Holy Quran in Arabic with its meanings every morning or every day with great zeal, love and devotion.

Monthly reporting Question(s):

1. How many Ansār recite Quran with its meanings in most days of the weeks?

Majlis Evaluation

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on the number of Ansār recite Quran regularly</td>
<td>Quarterly</td>
<td>100%</td>
</tr>
</tbody>
</table>
Optional Goals:

a) Memorization of allocated verses of Holy Quran on quarterly basis.
   For year 2021: Sure Al-MULK Chapter 67 verses 1-31 including Bismillah. Divided into Eight (8) verses in each quarter for easy memorization in the entire year.

b) In the Holy month of Ramadhan, all Ansār brothers are encouraged to complete the revision of Holy Quran in Arabic with its translation.
14: Tarbiyat Nau Mubā’i’īn

Key Contacts:

<table>
<thead>
<tr>
<th>Qā’id:</th>
<th>Nā’ib Qā’ideen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Tahir Ahmed Soofi</td>
<td></td>
</tr>
<tr>
<td>Cell: 847-687-5674</td>
<td></td>
</tr>
<tr>
<td>E-mail: Qaid.newconverts@Ansārusa.org</td>
<td></td>
</tr>
</tbody>
</table>

Responsibilities of Muntāzim Tarbiyat Nau Mubā’i’īn:

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

146. Muntāzim Tarbiyat Nau Mubā’i’īn shall try to maintain a strong liaison with New Members and try to make them an active part of the Jamā’at.
147. He shall see that new convert Ansār are enrolled as members and try that they fully become part of the Ansārullāh organization.

NOTE: Nau Mubā’i’īn (New Members) are defined as those brothers who have performed the initiation on or after January 1, 2018. (3 years)

The Muntāzim should:
1. Build brotherly relationship with new members (“NM”) and integrate our new brothers into the AMC and MA monthly meetings, etc.
2. Update Tajnīd / contact information of new members
3. Encourage and prepare new members to be part of USA delegation to UK Jalsa Salana
4. Encourage and prepare new members to attend USA Jalsa Salana
5. Encourage and prepare new members to attend National Majlis Ansārullāh USA Ijtimā
6. Encourage and prepare new members to attend their respective Regional Majlis Ansārullāh USA Ijtimā
7. Encourage Nau Mubā’i’īn to learn and recite Surah Al-Fatiha

National Departmental Goal(s)
1. Continue and maintain accurate database of Nau Mubā’i’īn
2. Present a welcoming gift to each confirmed up to date data of Nau Mubā’i’īn
3. Ensure that all Nau Mubā’i’īn know and recite Surah Al-Fatiha for non-Muslim (wallet card)
4. Ensure Nau Mubā’i’īn are active, participating and included in National Auxiliary and Jamā’at events/programs
5. Ensure Nau Mubā’i’īn are participating in Tehrik-e-Jadid and Waqf-e-Jadid schemes.

Local Majlis Goal(s)
1. Assist National department to identify Nau Mubā’i’īn and provide particulars
2. Follow up with Nau Mubā’i’īn to ensure that each Nau Mubā’i’īn know Surah Al-Fatiha
3. Assist National department to request Nau Mubā’i’īn to attend and participate in National, Regional and local Majlis and Jamā’at events.

Monthly reporting Question(s):
1. Do you have any Nau Mubā’i’īn in your Majlis? (Y/N). If yes then:
i. How many Nau Mubā’i’īn attended any Majlis or Jamā’at activity this month?

ii. How many Nau Mubā’i’īn can recite or read Surah Al-Fatiha?

### Majlis Evaluation

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activating and involving New Converts at a local, regional and National level</td>
<td>All year</td>
<td>Sadr Discretionary points</td>
</tr>
</tbody>
</table>

### Additional Information:

**Three-year Targets for Nau Mubā’i’īn**

**In absence of the workbook, the following can be used:**

1. Learn Surah Fatiha
2. Read the Holy Quran in native language
3. Learn to read the Holy Quran in Arabic
4. Learn daily prayers in full (Arabic)
5. Learn claims of the Promised Messiah (as)
6. Full participation in Chanda.
7. Regular participation at Jumma and/or Majlis Ansārullāh events
8. Have attended at least one National Majlis Ansārullāh Ijtimaā

**What Muntāzimeen TNM or Zu’amā should do to assist Nau Mubā’i’īn:**

1. 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.
2. Encourage new members to develop strong affiliation with Jamā’at and Hadhrat Khalīfatul-Masīḥ (e.g. listening to Hazoor’s Friday Sermon, letter writing, attend Jalsa Salana USA & UK, etc.)
3. Ensure that new members are receiving Al-Naḥl.
4. Give new members a tour of Jamā’at’s websites and show them how to:
   a. Access online periodicals, books, and bookstore.
   b. Read Muslim Sunrise at www.muslimsunrise.com
   c. Browse Ansār website www.Ansārusa.org
   d. Ensure that all Nau Mubā’i’īn know and understand the claims of the Hadhrat Promised Messiah (AS) through the website of https://whyahmadi.org
   e. Encourage Nau Mubā’i’īn to enroll at www.Free-Islamic-Course.org to learn and understand Islam, etc.
5. Encourage new member to attend local, regional, and national events.
6. Inform about Jamā’at Financial Donation System
7. Ensure that the new member has access to Ta’līmul Qur’ān classes (local and/or on-line)
15: Audit

Key Contacts:

<table>
<thead>
<tr>
<th>Auditor:</th>
<th>Nāʾib Auditor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Rizwan Ahmad</td>
</tr>
<tr>
<td>Cell:</td>
<td>414-617-1749</td>
</tr>
<tr>
<td>E-mail:</td>
<td>auditor@Ansārusa.org</td>
</tr>
</tbody>
</table>

Responsibilities of Audit:

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

148. Local Auditor shall assist National/Nāʾib National Auditor in auditing Majlis accounts.

**The Muntāzim (Auditor) should ensure that**

1. Inventory of receipt books provided by Finance Department is verified.
2. Prepare and submit quarterly audit report per required format, no later than 20th day after the quarter ends. It should be signed by the Auditor and Zaʾīm.

**National Departmental Goal(s)**

1. Conduct yearly audit of income and expenses submitted by Majālis and National departments. Also, the National Auditor will make sure that the expense reimbursement policy was followed.
2. Conduct real time audit within 2 days of receipt of voucher of expenses during the year through access to the system.
3. National Auditor will perform physical audit of 5-8 large Majālis either online (emails) or at the time of Ansārullāh meetings or during the visits of the local Majālis.
4. Review the end of the financial year closing.

**Local Majlis Goal(s)**

1. Send quarterly audit reports, by the 20th day after the close of quarter to qualify for the full 12.5 points.
2. Reports received by the 30th would still get 8.0 points.
3. **Submitting quarterly audit reports is mandatory** even if submitted late, for which you may not get any points, however, do submit it ASAP.
4. Please “**do not leave any boxes blank**”, if there is no activity write “**NIL**”.

**Majlis Evaluation:**

<table>
<thead>
<tr>
<th>Goal (how a Majlis will be evaluated on local goals?)</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send quarterly audit reports, all boxes filled in, duly signed by Muntāzim, Mal and Zaʾīm</td>
<td>20th day after close of calendar Quarter</td>
<td>25% per quarter</td>
</tr>
<tr>
<td>Reports received by the</td>
<td>30th day after close of calendar Quarter</td>
<td>16% per quarter</td>
</tr>
</tbody>
</table>
Any Additional Information
1. Muntāzim Māl or Za’īm cannot be the Auditor. In case of typical situations, the National Auditor should be apprised of the problem and a solution worked out temporarily.
2. It is mandatory that all Majālis submit the quarterly reports at some point of time.
Shūrā/Election
Majlis Shūrā

Shūrā Representatives:

- Each Majlis should elect one representative for every twenty eligible voters [Dues (Chanda) paying members] or part thereof. The Zaʾīm of a Majlis shall not be included in this number and he shall be an ex-officio member of the Shūrā.
- If Zaʾīm is not attending the Majlis Shūrā with the permission of Sadr Majlis, the alternative representative shall be elected on the basis of Rule 48 (given above) if a Zaʾīm 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 Zaʾīm 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 as well as Shūrā proposals should be submitted online at under http://Ansārusa.org/departments/umumi before the deadline given in the calendar of events (Page 8) 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.

All proposals received from Majālis will be presented to National ‘Āmila for approval. Proposals selected by the National ‘Āmila will be submitted to Khalīfatul-Masīḥ for approval. Approved proposals will be presented to Majlis Shūrā for deliberation at its meeting.

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 (Zaʾīm, Qāʾid or individual member).
Rules for Conducting Ansār Elections

Elections should be held in accordance with the rules listed on pages 12-15 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 Majlis 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.
- Before the start of the election process, announce the reason for election and 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 joining or leaving the meeting.

1) **Term Limits:**
   The Za‘īm of a local Majlis can be elected for a maximum of three consecutive terms. After break of one term, he becomes eligible again provided he fulfills all other requirements (see eligibility criteria).

   If a person has served for three consecutive terms, his name should not be proposed in the election unless special permission has been obtained from Sadr Majlis. Local ‘Āmila can request Sadr Majlis for this permission.

   Ansār constitution states that No person shall be elected to the same office for more than three consecutive terms. However, Hadhrat Khalifatul-Masīḥ may waive off this condition in case of Sadr Majlis or Nā’ib Sadr Saf Dom. The Sadr Majlis may waive off this condition in case of local Za‘īm.

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. Regular dues paying member is one who is not in arrears of:
   a. Obligatory dues (‘Āam & Wasiyyat) for more than six months (please check status with the Jamā’at at Finance Secretary) and Chanda Jalsa Salana for more than one year, and;
   b. Majlis Ansārullāh dues for more than six months and Chanda Ijtimā for more than one
year.

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

4) **Eligibility:**
Any member who has paid dues can be elected (including one serving as Nāzim or Qā’id, or a Khādim who turns 40 before the start of his term (January 1) (confirm dues status with Majlis Khuddāmul Ahmadiyya) except:
- a. One who by-passes local Jamā’at/Majlis 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).
- d. If a person is subjected to disciplinary action two times, he shall never be eligible to hold any office.

A Chanda paying member is defined as:
- One who is not in arrears of Chanda Āam/Wasiyat for more than 6 months and Chanda Jalsa Salana for more than a year.
- And not in arrears of Ansār Chanda for more than 6 months and Ijtimā’ Chanda for more than one year.

5) **Presiding Officer:**
The election for Za’īm can be conducted by the regional Nāzim or Missionary or Jamā’at President even if he is a Khādim. If Za’īm has already served three terms (and permission has not been granted for him to be elected for an additional term) then current Za’īm can hold the election as his name cannot be proposed for this office.

Za’īm can conduct the Shūrā delegate election himself because he is an ex-officio member of the Shūrā. Technically highest officer in the Majlis should conduct the election: Ansār National ‘Āmila Member -> Regional Nāzim -> Za’īm.

The presiding officer should not nominate anyone, nor vote himself. In case of a tie in election results, the presiding officer should add comments/recommendation with reasons and send the complete report to Sadr Majlis.

6) **Quorum:**
Quorum for such a meeting will be one-half of the eligible members of the Majlis. 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 abstain 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 must vote. There is no
quorum requirement should a need arise for a third attempt.

7) **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.

8) **Election results:**
Election serves as a recommendation from the local Majlis to the Sadr Majlis. The person with highest number of votes does not automatically get “elected”. All names that were proposed should be submitted to Sadr Majlis by presiding officer or Za’īm for approval within one week of election. If a name was proposed and not seconded that name should also be submitted with a note that no one seconded it (a nomination that is not seconded is automatically dropped).

**Regarding election for Sadr and Nā’ib Sadr Saf Dom**

**Question 1:** For the Sadr or Nā’ib Sadr Saf Dom Election: What happens after the nominations of Sadr and Nā’ib Sadr Saf Dom? When will the membership get to vote?

**Answer:** After nominations are received from all Majalis, they are discussed in the National ‘Āmila meeting and then sent to Khalīfatul-Masīḥ for approval.
If the proposed name for election from a Majlis is approved by Markaz then that Majlis is bound to instruct their Shūrā delegates (Za’īm and Shūrā representative(s)) to vote for him at the time of election at Shūrā. Shūrā delegates cannot change their opinion by themselves and cannot vote for anyone else.
If proposed name from a Majlis is not one of the names approved by Khalīfatul-Masīḥ then that Majlis shall hold a general meeting, to decide by a majority vote, to support one person from the approved list and instruct their Shūrā delegates to vote for him at the time of election at Shūrā. Shūrā delegates cannot change their opinion by themselves and cannot vote for anyone else.

**Question 2:** For the Sadr or Nā’ib Sadr Saf Dom Election: Who can be nominated?

**Answer:** Sadr and Nā’ib Sadr Saf Dom can be nominated from anywhere in the USA. They do not necessarily have to be from your own Majlis. Please note that there is an age limit for Nā’ib Sadr Saf Dom; the nominated person should not be above 47 years of age. A nominated person should meet all the eligibility criteria (National ‘Āmila will check the status).

**Related Question:** What if we are not sure about the age for proposing a name for Nā’ib Sadr Saf Dom?

**Answer:** If you are not sure about the age, you can still propose the name. Qā’id Umumi will check the age of each person proposed for this office before presenting the names to National ‘Āmila for discussion.
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 Nāzīm-e-A’ala of his region or Qā’iḍ Umumi.
3. Za’īm (or Nāzīm) should complete Section B and send entire application to: Tahir.Scholarship@Ansārusa.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.Ansārusa.org or request from Tahir.Scholarship@Ansārusa.org
Miscellaneous
### Office Matrix and Commonly Used Terms

<table>
<thead>
<tr>
<th>Jamā’at</th>
<th>Majlis</th>
<th>Ansārullāh</th>
<th>Khuddāmul Ahmadiyya</th>
<th>Lajna Imā’illah</th>
</tr>
</thead>
</table>

#### National Offices

<table>
<thead>
<tr>
<th>Position</th>
<th>Ansārullāh</th>
<th>Khuddāmul Ahmadiyya</th>
<th>Lajna Imā’illah</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amīr</td>
<td>Sadr</td>
<td>Sadr</td>
<td>Sadr</td>
</tr>
<tr>
<td>Nā’īb Amīr</td>
<td>Nā’īb Sadr</td>
<td>Nā’īb Sadr</td>
<td>Nā’īb Sadr</td>
</tr>
<tr>
<td>General Secretary</td>
<td>Qā’id Umumi</td>
<td>Mo’tamid</td>
<td>General Secretary</td>
</tr>
<tr>
<td>Departmental Secretary</td>
<td>Qā’id (pl: Qā’ideen)</td>
<td>Mohtamim (pl: Mohtamimeen)</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

#### Local Offices

<table>
<thead>
<tr>
<th>Position</th>
<th>Ansārullāh</th>
<th>Khuddāmul Ahmadiyya</th>
<th>Lajna Imā’illah</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Za’ım</td>
<td>Qā’id</td>
<td>President or Sadr</td>
</tr>
<tr>
<td>(pl: Zu’amā)</td>
<td>(pl: Qā’ideen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Secretary</td>
<td>Muntāzim Umumi</td>
<td>Mo’tamid</td>
<td>General Secretary</td>
</tr>
<tr>
<td>Departmental Secretary</td>
<td>Muntāzim (pl: Muntāzimeen)</td>
<td>Nāzim (pl: Nāzimeen)</td>
<td>Secretary</td>
</tr>
<tr>
<td>Member</td>
<td>Nāsir</td>
<td>Khādim</td>
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<tr>
<td>(pl: Ansār)</td>
<td>(pl: Khuddām)</td>
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<td></td>
</tr>
</tbody>
</table>

#### Financial Years:

- **Chanda ʿĀam/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
- **Tehrik-e-Jadīd:** November 1 to October 31
- **Waqf-e-Jadīd:** January 1 to December 31

#### Some common words:

<table>
<thead>
<tr>
<th>Urdu/Arabic</th>
<th>English</th>
<th>Urdu/Arabic</th>
<th>English</th>
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</thead>
<tbody>
<tr>
<td>Chanda</td>
<td>Dues</td>
<td>Mu’awin Sadr</td>
<td>Assistant to Sadr</td>
</tr>
<tr>
<td>Dastūr Asāsī</td>
<td>The Constitution</td>
<td>Ta’lim</td>
<td>Education</td>
</tr>
<tr>
<td>Ijlas</td>
<td>Meeting</td>
<td>Ta’limul Qur’ān</td>
<td>Education of Qur’ān</td>
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<tr>
<td>Intikhab</td>
<td>Election</td>
<td>Tājīd</td>
<td>Membership</td>
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<td>Ishā’at</td>
<td>Publication</td>
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<td>İthār</td>
<td>Social Services</td>
<td>Tarbiyat Nau Mubā’i’in</td>
<td>Training for New Members</td>
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<tr>
<td>Māl</td>
<td>Finance</td>
<td>Zehanat wa sehat Jismani</td>
<td>Intellectual and Physical Health</td>
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<td>National Majlis</td>
<td>Za’ım A’lā</td>
<td>Za’ım Headquarters</td>
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</table>