

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

# LAJNA IMA'ILLAH USA

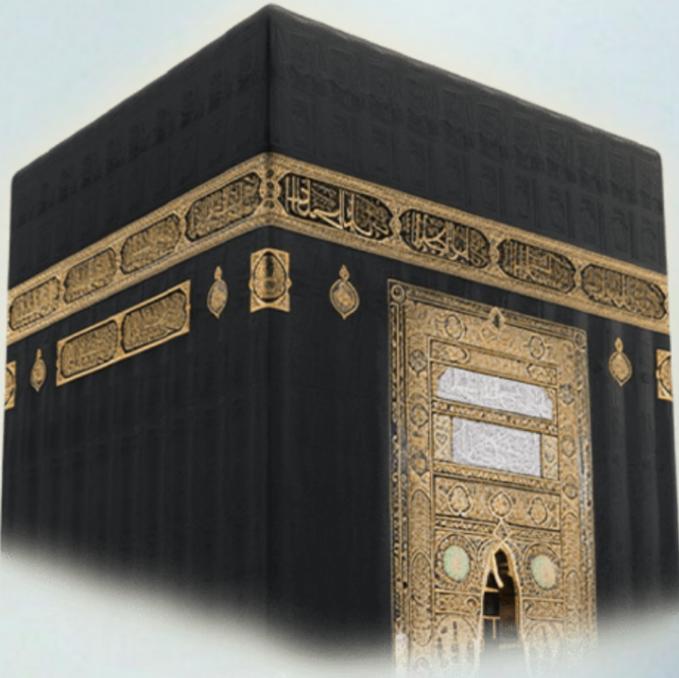
National Program

2025-2027

Jihad: Striving for High Moral Values

وَالَّذِينَ جَاهَدُوا فِينَا لَنَهْدِيَنَّهُمْ سُبُلَنَا

And as for those who strive in Our path- We will surely guide them in  
Our ways. (29:70)



# Conditions of Initiation (Bai'at)

by

Hazrat Mirza Ghulam Ahmad of Qadian  
The Promised Messiah and Mahdi (peace be upon him)

1 Mahdi (peace be upon him)

- I. That he/she shall abstain from Shirk (association of any partner with God) right up to the day of his/her death.
- II. That he/she shall keep away from falsehood, fornication, adultery, trespasses of the eye, debauchery, dissipation, cruelty, dishonesty, mischief and rebellion; and will not permit himself/herself to be carried away by passions, however strong they might be.
- III. That he/she shall regularly offer the five daily prayers in accordance with the commandments of God and the Holy Prophet<sup>sa</sup>; and shall try his/her best to be regular in offering the Tahajud (pre-dawn supererogatory prayers) and invoking Darood (blessings) on the Holy Prophet<sup>sa</sup>; that he/she shall make it his/her daily routine to ask forgiveness for his/her sins, to remember the bounties of God and to praise and glorify Him.
- IV. That under the impulse of any passions, he/she shall cause no harm whatsoever to the creatures of Allah in general, and Muslims in particular, neither by his/her tongue nor by his/her hands nor by any other means.
- V. That he/she shall remain faithful to God in all circumstances of life, in sorrow and happiness, adversity and prosperity, in felicity and trial; and shall in all conditions remain resigned to the decree of Allah and keep himself/herself ready to face all kinds of indignities and sufferings in His way and shall never turn away from it at the onslaught of any misfortune; on the contrary, he/she shall march forward.
- VI. That he/she shall refrain from following un-islamic customs and lustful inclinations, and shall completely submit himself/herself to the authority of the Holy Quran; and shall make the Word of God and the Sayings of the Holy Prophet<sup>sa</sup> the guiding principle in every walk of his/her life.
- VII. That he/she shall entirely give up pride and vanity and shall pass all his/her life in humbleness, cheerfulness, forbearance and meekness.
- VIII. That he/she shall hold faith, the honor of faith, and the cause of Islam dearer to him/her than his/her life, wealth, honor, children and all other dear ones.
- IX. That he/she shall keep himself/herself occupied in the service of God's creatures for His sake only; and shall endeavor to benefit mankind to the best of his/her God-given abilities and powers.
- X. That he/she shall enter into a bond of brotherhood with this humble servant of God, pledging obedience to me in everything good, for the sake of Allah, and remain faithful to it till the day of his/her death; that he/she shall exert such a high devotion in the observance of this bond as is not to be found in any other worldly relationship and connections demanding devoted dutifulness.



## LAJNA IMA'ILLAH PLEDGE

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

ASH-HADU ALLA ILAHA ILLALLAHU WAHDAHU LA SHARIKA LAHU WA  
ASH-HADO ANNA MUHAMMADAN ABDUHU WA RASULUHU

I bear witness that there is none worthy of worship except Allah. He is one and has no partner. And I bear witness that Muhammad (saw) is His servant and His Messenger.

I affirm that I shall always be ready to sacrifice my life, property, time and children for the cause of faith and nation. I shall always adhere to truth and shall always be prepared to make every sacrifice for the perpetuation of the Ahmadiyya Khilafat, Insha'Allah.

## NASIRAT-UL-AHMADIYYA PLEDGE

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

ASH-HADU ALLA ILAHA ILLALLAHU WAHDAHU LA SHARIKA LAHU WA  
ASH-HADO ANNA MUHAMMADAN ABDUHU WA RASULUHU

I bear witness that there is none worthy of worship except Allah. He is one and has no partner. And I bear witness that Muhammad (saw) is His servant and His Messenger.

I solemnly promise that I shall always keep myself ready to serve my faith, my nation, and my country. I shall always adhere to truth and shall always be prepared to make every sacrifice for the perpetuation of the Ahmadiyya Khilafat, Insha'Allah.

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Umoore Talibaat (Student Affairs) (NEW)

Media Watch (NEW)

Waqifat-e Nau (NEW)

Contacts: National Amila

Contacts: Regional Sadr

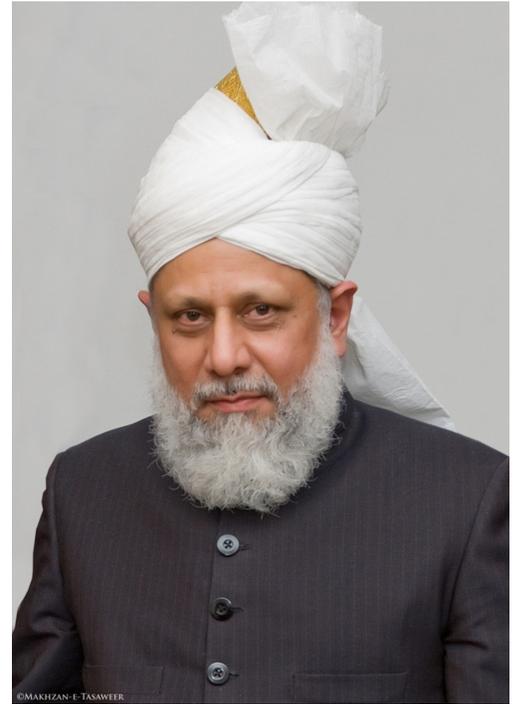
Contacts: Local Sadr

A divinely-inspired appeal from Huzoor<sup>aba</sup>

# GENERAL GUIDELINES FOR OFFICE HOLDERS

National Tarbiyyat Department Ahmadiyya Muslim Community, USA

99. When an Ahmadi Muslim has the added responsibility of holding an office, then he or she must be conscious of his/her duties at a much higher level. In this regard, Huzoor (aba) specifically addressed the Lajna drawing their attention towards the observance of Purdah. He said that there are some occasions where men and women mix freely calling each other their self-proclaimed brother/sister/father/etc. The Holy Quran does not support this view at all. Therefore, office-holders, whether at a halqa level or a national level, should observe the highest standards of purdah and their attitudes should be in line with the Holy Quran so that they become models for other Lajna members and children. (September 30, 2011)
100. When people come to Huzoor (aba) and tell him about which office they hold in their jamaat, he often tells them that they should re-phrase their thoughts and say that they have the blessing of serving the jamaat in such and such department. The word "office" has a different connotation and brings about a feeling of importance, whereas saying that I serve the jamaat signifies a more humble attitude. (September 30, 2011)
101. Office-holders need to set an example regarding observance of Salat. If the office-holders on every level, in every auxiliary were to improve their observance of Salat and came to the mosque, the ambience of the mosque would be enhanced. (March 30, 2012)
102. The office of jamaat .... requires application of greater sympathy and support for people. Such a spirit of sympathy should be generated in every office-holder. They will fulfil the due of their service only if they present themselves as role-models. (June 1, 2012)
103. The Holy Prophet (saw) said that the leader of a nation is in fact its servant, and the Promised Messiah (as) said that to be in service of the nation is a sign of being one who is served. (June 1, 2012)
104. An office-holder has to keep his or her character very high and not let the sentiment of sympathy dissipate. (June 1, 2012)
105. The Promised Messiah (as) said that repressing anger was the height of valour, and the Holy Prophet (saw) said that a champion is one who controls his temper at a time of anger. Indeed, one can only be just and fair if one can control one's temper. This is a standard that all our office-holders should adopt, (June 1, 2012)



# THE ROLE OF OFFICE HOLDERS

## Instructions from Hadhrat Khalifatul Masih (aba)

- Office holders are not selected or appointed to sit on stages or walk with pride among the members. They are elected with the hadith “Leaders of the nation are their servants” in mind.
- Office holders need to pay more attention to Tasbih and Istighfar - praising Allah and begging for His forgiveness.
- Demonstrate an excellent model in civility and morals so that people will emulate these high standards.
- Perform their duties more diligently without personal ego or desires playing any part in their conduct.
- Office holders should give up the habit of getting angry over even the smallest mistakes.
- Develop the habit of being kind and loving to the members, listen attentively to their requests, and pray for them. Then, and only then, can it be said that the office holders are discharging their duties properly.
- Follow the example of our beloved Master, the Holy Prophet (saw), and deal with people with sincerity, love and kindness.
- Office holders can be deemed representatives of Khilafat only when they fulfill the requisites of justice with fear of God. If anyone stumbles due to an office holder, then the office holder is just as blameworthy, because he has not paid the dues of the trust God bestowed on him.
- Office holders, whether at a Halqa level or a National level, must observe the highest standards of purdah and their attitudes should be in line with the Holy Qur’an so that they become models for other Lajna members and children.
- Always remember that he or she has to always honor the pledge of Bai’at and in doing so, has to always and in every situation abide by truth and righteousness.
- Office holders should give their time justly and ensure that the rights of all members of the Jamaat are being looked after.
- 
- **LOCAL SADR/LOCAL AMILAH**
- When a Local Sadr receives approval for her term, she selects her Amilah and submits these suggestions to National Sadr Lajna for approval. Meanwhile the old Amilah works under the new Sadr as needed. The new Amilah assumes office only upon approval from National Sadr Sahiba.
- Apart from Assistant General Secretary, assistants to the Amilah members are not a part of a Local Amilah.
- Halqa Nigrans are not a part of Amilah (unless they also hold an Amilah position i.e. Taleem, Tajnid etc.), however, a Local Sadr can invite them to an Amilah meeting and they may only speak on the issue they are invited to a talk about.
- Halqa Nigrans must also be observant of Purdah and good examples for the members in all other ways.
- If a Local Sadr has to leave the country, she is requested to inform Respected National Sadr Sahiba and Regional Sadr of the details. She must request permission from National Sadr Sahiba for the Aamilah member to act on her behalf-usually Naib Sadr-in her absence. The person in-charge must be given access to the Local Sadr’s official email account so that important information, directives, etc. will not be missed, unless she will have Internet access in her absence.
- Make every effort to meet the deadlines and submit reports and assignments in a timely manner. If for some reason it seems difficult to meet a deadline, please communicate and

inform the respective authority (National Sadr, office holders, reporting team, registration in-charge etc.) ahead of time so that alternate arrangements can be made.

- Check your official Lajna email account daily and acknowledge the receipt of emails.
- Refrain from speaking negatively about Nizam-e-Jama'at and office holders. If there is a concern about an individual, the proper protocol would be to talk to the person directly. If the problem persists, inform the higher authority in writing with a copy to the person against whom the complaint is directed.
- No office bearer has the right to resign. In the case of some constraint, she can offer her apology to National Sadr Lajna along with her reasons. The concerned office bearer shall continue to do the duties delegated to her until Sadr Lajna Sahiba takes a decision. The request of a person who is a member of National Amilah shall be submitted to Hazrat Khalifatul Masih (aba).
- Important: A member not fulfilling the following conditions shall not be eligible to become a member of Majlis-e-Amilah/Majlis-e-Shura:
  - A member not observing purdah.
  - A member who is in arrears of obligatory chandas.
  - A member who bypasses the local Jamaat system and insists to send her Chanda directly to the Markaz.
  - A member against whom the Jamaat took disciplinary action, and a period of time determined by Huzoor (aba) has not yet been completed after her pardon.
  - A member whose Wasiyyat has been canceled by Sadr Anjuman Ahmadiyya by way of disciplinary action or due to non-payment of Chanda Wasiyyat.
  - A person who brought Jamaat funds or Auxiliary Organization funds into personal use.
- Renomination of a Local Sadr for a fourth term: A Local Sadr is elected for a period of two years. A member cannot be elected as Sadr for more than three consecutive terms. However, before the election, Na'ib Sadr of a Majlis may convene a meeting of local Majlis-e-Amilah and, keeping in view the performance of the Sadr, make a recommendation to National Sadr Lajna Ima'illah for renomination. The Local Sadr shall not be present or participate in this meeting.

# MESSAGE BY NATIONAL SADR LAJNA IMA'ILLAH USA

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, the Gracious, the Merciful

Assalamo Alaikum Dear members of Lajna Ima'illah USA.

I pray that you are doing well. The Taleem and Tarbiyyat national program's theme for years April 2025 through April 2027 is Jihad: Striving for High Moral Values. It is based on the following guidance from beloved Khalifatul Masih V Mirza Masroor Ahmad (aba) and submissions from various majalis for shura proposals.

Guidance in a circular received from beloved Huzoor (aba) July 13, 2024, to the National Presidents of Lajna Ima'illah worldwide: He asked us to draw our attention to the moral values of good words, soft manners and respect in communications, and consideration for the elderly and young. He stated that these points are important for high morals and to bring them to the attention of our members.

Coincidentally, various majalis submitted proposals for the shura 2024 that focused on the following issues which relate to moral values. Therefore, the Taleem and Tarbiyyat national program has incorporated these issues with Islamic guidance.

Proposal for shura 2024:

...faced with a myriad of challenges in our daily lives. What strategies based on the Holy Quran, Hadith and Sunnah can we utilize to be the best in conduct? PA-York/Harrisburg

Request for plans to combat the rapidly rising illness of gossiping and talking bad about our own sisters behind their backs. TX-Dallas

Request for a series of interactive workshops for parents, focusing on positive parenting strategies, addressing behavioral challenges in teens, integrating Islamic values in childrearing, and effective stress and anger management techniques for both parents and children. NY-Brooklyn/SI

Request to provide ongoing coaching and guidance in the form of communication courses, navigating family dynamics (to strengthen family bonds and communication), building self-confidence and self-esteem as Ahmadi Muslim Americans, among other social constructs. CA-Silicon Valley

Request for the Taleem program to be simpler with mass appeal for the changing demographics of US lajna. Intellectually challenging components can be optional for higher learners. PA-Harrisburg

Design programs and trainings for parents...according to the Islamic teachings on how to safeguard from social issues, such as LGBTQ, social media, and others. (Shura Proposal 2024).

Our aim is to address the issues presented from the majalis and our beloved Huzoor (aba). The Taleem and Tarbiyyat program is just a guide. The work belongs to each of us to improve ourselves. An effort to strive for high moral values, collectively. The Holy Prophet Muhammad (saw) is the best example of high moral values. Hazrat Aishah (ra) stated, "He possessed all the moral excellences which are mentioned in the Holy Quran as the special mark of a true servant of God". This is our Jihad, to emulate the qualities of our Holy Prophet Muhammad (saw). "And thou dost surely possess high moral excellences". (68:5, comment 3091)

# TARBIYYAT (MORAL TRAINING)

*And as for those who strive in Our path– We will surely guide them in Our ways... (Holy Qur'an 29:70)*

## **TARBIYYAT PROGRAM THEME AND FOCUS: JIHAD: STRIVING FOR HIGH MORAL VALUES**

Keeping in mind the purpose for which Hazrat Musleh Maud (ra) founded Lajna Ima'illah, we will continue the greater jihad of striving for high moral values to become Ahmadi women of excellence. By:

- Becoming daily reciters of the Holy Quran.
- Cultivating a relationship with Allah through punctual and mindful salat.
- Observing the Quranic injunction of modesty and purdah in action and spirit.
- Becoming more attached to Nizaam-e Jamaat and active participants in Lajna Ima'illah.

## **InshaAllah; Ameen!**

The Tarbiyyat program for 2025-2027 is based on guidance provided by the Holy Qur'an, the Holy Prophet Muhammad (sa), the Promised Messiah (as) and the Khulafa. It focuses on the Friday sermons of Hadhrat Khalifatul Masih (aba) as the source of our ongoing tarbiyyat (moral training) and incorporates recommendations from the National Lajna Majlis e Shura 2017, 2018, 2019, 2022, 2023 & 2024 proposals:

Our Living God: Certainty of Faith

No Lajna Left Behind

Establishing A High Regard for Khilafat

Etiquette of Life

Lajna Ima'illah Centennial Goals Initiative

Raising Children

Materialism and Faith

Islamic Knowledge & Communication Skills

## **IMPLEMENTATION OF TARBIYYAT SYLLABUS AND WORKBOOK**

**The Local Sadr through Local Tarbiyyat Secretary should implement the following program:**

1. **QUIZ on current sermon of Hadhrat Khalifatul Masih V (aba):** Each month the Lajna meeting should include an interactive discussion on the current Friday sermons based on quiz questions posted on the Lajna USA Tarbiyyat page. Please use the second question to conduct an inclusive discussion during the meeting.
2. **TARBIYYAT WORKBOOK:** Each quarter consists of three monthly sections on a theme. Each section begins with a prayer for review/memorization and a focused activity with discussion questions. Use workshops, panel discussions or other interactive means to answer the discussion questions. *All sections should be covered.*
3. **BOOK READING:** All Lajna majalis will read & discuss
  - *Way of the Seekers* by Hazrat Musleh Maud (ra) in Quarters 3 & 4
  - *Paradise Under Your Feet: A Handbook for Ahmadi Mothers*; Lajna Ima'illah USA
4. **MOTHER TO MOTHER MEETINGS:** Joint Taleem & Tarbiyyat meetings. Please use the slides linked in the workbook (section 3 of Quarters: 2, 5, 7 & 8). The slides will also be posted on the Tarbiyyat page [lajnausa.net](http://lajnausa.net).
  - Adopting Moral Value of Righteous Indignation: Social Media; Immodesty (September 2025)
  - Building Strong Connection to Islamic Etiquette & Khilafat: Decreasing Negativity through Positive Behaviors: Peer Pressure, Anxiety, Depression (June 2026)
  - Adopting Moral Values of Moderation/ Modesty/ Dignity to Hold Steadfast to God-given Identity (Dec. 2026)
  - Adopting Moral Value of Commiseration: Not to Follow Others Without Enlightened Belief (March 2027)
5. **Special Directives:** National Sadr or National Secretary Tarbiyyat may send special directives as necessary, with instructions to report their implementation within a certain time period.
6. **Monthly Taleem/Tarbiyyat Survey:** This survey is conducted due to reporting information required by Markaz. Every Lajna member is required to participate.

## **MONTHLY REPORTING OF TARBIYYAT ACTIVITIES - Please report the following:**

- The number of members listening to Friday Sermon regularly?
- Current Friday Sermons covered in the Lajna meeting using the quiz questions?
- Efforts to promote observance of Purdah
- Efforts to eradicate unIslamic practices (at weddings, funerals, etc.)

- Efforts to inculcate Islamic Morals
- Tarbiyyat Program Implementation
- Any additional tarbiyyat activity?

**AWARD ASSESSMENT CRITERIA:** Points will be awarded for covering workbook sections, current Friday Sermon discussion using the quiz questions, special directives, the percentage listening to Friday Sermons regularly, percentage of participation in the monthly Tarbiyyat Survey, and any extra tarbiyyat activity.

**ADDITIONAL RESPONSIBILITIES OF TARBIYYAT SECRETARIES:**

- Educate and increase members' awareness about the focus of the Tarbiyyat program.
- Emphasize the importance of listening to Huzoor's (aba) sermons regularly and following his advice in our daily lives.
- Create greater awareness of the importance of purdah for safeguarding us and future generations.
- Guide sisters to correct Islamic morals and practices through the teachings of the Holy Qur'an, Ahadith, Promised Messiah (as) and Khulafa's guidelines and writings.
- Draw attention to the guidelines and etiquette on various topics presented in the Tarbiyyat workbook.
- Continue to remind members about etiquette of the mosque and Salat: cleanliness, appropriately modest attire.. Encourage mothers to teach their children respect for the mosque from an early age.
- Pay special attention to younger Lajna members. Gently guide them to improve in basic practices such as Salat, recitation of the Holy Qur'an and observance of purdah.
- Contact the National Tarbiyyat Secretary if you have questions or need assistance.

**OVERVIEW OF TARBIYYAT PROGRAM 2025-2027**

QUARTER 1: APRIL, MAY, JUNE 2025
<b>Friday sermons:</b> Current Friday sermons for April, May, June 2025
<b>Tarbiyyat Topic:</b> Jihad e Akbar; Striving For High Moral Values
<b>Taleem &amp; Tarbiyyat Workshop:</b> Internal Jihad: Curbing My Temptations

QUARTER 2: JULY-AUGUST-SEPTEMBER 2025
<b>Friday sermons:</b> Current Friday sermons for July, August, September 2025
<b>Tarbiyyat Topic:</b> Adopting Moral Value of Righteous Indignation Against Immodesty
<b>Mother to Mother Meeting:</b> Adopting Moral Value of Righteous Indignation Against Immodesty: Responsible Social Media Use

QUARTER 3: OCTOBER-NOVEMBER_DECEMBER 2025
<b>Friday sermons:</b> Current Friday sermons for October, November, December 2025
<b>Tarbiyyat Topic:</b> Way Of The Seekers
<b>Taleem &amp; Tarbiyyat Workshop:</b> Way Of The Seekers– Moral Training of the Child

**QUARTER 4: JANUARY-FEBRUARY-MARCH 2026**

**Friday sermons:** Current Friday sermons for January, February, March 2026

**Tarbiyyat Topic:** Way Of The Seekers

**Taleem & Tarbiyyat Workshop:** Adopting Moral Value of Thinking Well of Others & Beneficence

**QUARTER 5: APRIL-MAY-JUNE 2026**

**Friday sermons:** Current Friday sermons for April, May, June 2026

**Tarbiyyat Topic:** Adopting Moral Value of Zikr-e-Ilahi & Reliance on God  
Building Strong Connections to Islamic Etiquettes and Khilafat – To Abate Peer Pressure

**Mother to Mother Meeting:** Decreasing Negativity Through Positive Behaviors: Peer Pressure, Anxiety, Depression

**QUARTER 6: JULY-AUGUST-SEPTEMBER 2026**

**Friday sermons:** Current Friday sermons for July, August, September 2026

**Tarbiyyat Topic:** Adopting Moral Value of Earnest Benevolence to Build Sisterhood

**Taleem & Tarbiyyat Workshop:** Adopting Moral Value of Earnest Benevolence to Overcome Gossip/ Backbiting/Suspicion

**QUARTER 7: OCTOBER-NOVEMBER-DECEMBER 2026**

**Friday sermons:** Current Friday sermons for October, November, December 2026

**Tarbiyyat Topic:** Adopting Moral Values of Moderation/ Modesty/Dignity to Hold Steadfast to Our God Given Identity

**Mother to Mother Meeting:** Our God-Given Identity: Gender Identity

**QUARTER 8: JANUARY-FEBRUARY-MARCH 2027**

**Friday sermons:** Current Friday sermons for January, February, March 2027

**Tarbiyyat Topic:** Adopting Moral Value of Commiseration (Empathy)

**Mother to Mother Meeting:** Islamic Moral Values: Not to Follow Others Without Enlightened Belief

# TARBIYYAT NAU MUBAIYAT (TRAINING OF NEW MEMBERS)

“Lord, we have heard a Caller calling unto faith: Believe ye in your Lord; and we have believed. Lord, forgive us, therefore, our errors and remove from us our ills, and in death number us with the righteous..” —Holy Quran, Ch. 3, Vs. 194.

## OUR MISSION

To empower and support new members in their spiritual journey by providing comprehensive Islamic education, mentorship, and a welcoming community that fosters faith, knowledge, and personal growth in light of the teachings of the Holy Prophet (sa) and the Promised Messiah (as). This program serves as a structured pathway to ensure new members feel empowered, welcomed, and spiritually connected within the Jamaat while continuously growing in faith and knowledge.

## OBJECTIVE

The Tarbiyyat Nau Mubaiyat Program aims to help each new Ahmadi sister to achieve the strengthening of Islamic Identity.

## GUIDE FOR WELCOMING OUR NEW LAJNA MEMBERS: PREPARE, WELCOME, AND INTEGRATE

### PREPARE

- Train a group of volunteers within your Lajna who are willing to be paired with New Sisters to help with their transition to Jamaat activities and Ahmadi lifestyle. Keep in mind that New Sisters may be bringing along children and/or husbands so Khuddam/Atfal should be involved with this groundwork in welcoming New Members as well.
- Volunteers should review the national program with the local Nau Mubaiyat Secretary and familiarize themselves with the resources listed and be willing to work together for this great task
- Majalis with new sisters should try to hold separate classes for them with a friendly and caring teacher. These classes should be pace to suit the level of the recent member. Encourage frequent Q&A classes, review Q&A videos from MTA/YouTube on topics that sisters are interested in.
- Darsul Quran videos are an excellent resource to expand on topics with Quranic references.
- Bearing in mind Huzoor’s (aba) guidance and advice below, request the assistance of Lajna sisters of similar ethnic backgrounds, languages, etc. to assist with bridging the gap between the Nau Mubaiyat and the existing Lajna group. If there are no existing Lajna members from the same ethnic background or prior religious background of the new sister(s), our Lajna members should conduct their own research using websites and books about those backgrounds.

### HAZRAT KHALIFATUL MASIH V(aba), 29 August 2021 Virtual Online Meeting with USA Lajna National Amilah:

“You should see the backgrounds of different people and try to cater for their moral and religious training and education according to their backgrounds. You cannot just make one plan and program for each and every new convert. Those who have Christian backgrounds, tell them what the Holy Quran, Hadith and history of the Holy Prophet is (peace and blessings be upon him) and many other things... There are some from amongst Buddhists or Hindus too. From amongst Muslims, some of them have Arab backgrounds and some are Asian and others of Indo-Pakistani backgrounds. So you will have to make your plan according to their individual conditions.”

### Virtual Meeting with Missionaries in Germany November 15, 2020.

(see This Week with Huzoor 20 November 2020 at 17:30 minutes

"Do not make the Nizam (administrative structure) of the Jama'at so difficult for them. That is why, in the early days Hazrat Khalifatul Masih IV (ra) stated - and also the previous khulafa have said this – and I also say this as well that when new converts join the Jama'at, for the first three years explain to them what the Nizam of the Jama'at is, Do not treat them as if they are already Waliullahs or that they are among the progeny of the companions or are born Ahmadis.

### 2. WELCOME

- Once a Bait form is received, a formal Welcome Tea or Lunch should be held for introductions and initial meetings with the New Sisters. The aim for this Welcome to be held within one month of the New Sisters’ Ba’ait.

- i. Email the National Tarbiyyat Nau Mubaiyat Secretary [tarbiyyatnaumubaiyat@lajnausa.net] when a Bai'at form is received. The "Full Particulars Form" should be filled out and can be found on the Lajna Website.
  - ii. Include the date of Bai'at, correct mailing address, phone number and email address for the new sister
  - iii. Forward a copy of the signed Bai'at form to the National Tarbiyyat Nau Mubaiyat Secretary.
  - iv. In addition, the new member should be helped to fill out the Jama'at T1 New/Change Membership Information form. This form needs to be filled out for the new member to be assigned a member code. The form can be found at this link: <https://docs.google.com/a/lajnausa.net/forms/d/e/1FAIpQLSe0B3fgdb4xtIJReDoQZ8cUHj4rzMkNLtyRAIT2yoT2vWUu1g/viewform>
  - v. The local Tajnid Secretary should enter the new sister's information into the Lajna Tajnid Portal
  - vi. Submit the name of new sisters to Lajna Matters.
- b. Encourage new members to attend local meetings and events and create an environment that is welcoming and supportive of new sisters. New sisters should be provided with materials such as the Lajna Workbook, the current reading material for Lajna meetings such as any physical copies of the books of the Promised Messiah (as) etc. along with a schedule for the upcoming meetings that are being held, whether that be virtual or in person. Contact information should be exchanged, and sisters should be added to any WhatsApp/Signal/Email groups for ease of communication forthcoming
  - c. If the New Sister has children, efforts should be made to pair the family with our volunteers who have children in a similar age group. Special care should also be taken to welcome young children of new members. The Tarbiyyat Nau Mubaiyat Secretary should work with the Nasirat Secretary to ensure new members' daughters aged 7-15 are TARBIIYYAT NAU MUBAIYYAT (TRAINING OF NEW MEMBERS) welcomed and included in Nasirat meetings. If possible, arrange with a Khaddim or Ansar to watch over sons of new members who are old enough to sit on the men's side
  - d. Verify/Arrange for transportation to/from local meetings so that new Sisters can start participating as soon as possible
  - e. Local Sadran and Tarbiyyat Nau Mubaiyat Secretaries should make sure that, if the new sister is non-Urdu speaking, meetings are conducted in English. Kindly remind your Lajna to be sensitive when speaking Urdu to one another and to speak English to include new members
  - f. Inform new members in a gentle manner about Lajna/Jama'at financial obligations and the Islamic philosophy of spending in the way of Allah. Encourage them to participate in Waqfe Jadid and Tehrik Jadid pledges
  - g. Help new members to develop a relationship with Huzoor (aba) by writing to him and regularly listening to his Friday sermons. Provide sample letters for better understanding.
  - h. Please use the Tarbiyyat Nau Mubaiyat Syllabus to make sure new members are getting the proper training. The syllabus is a guide. If you are questioning whether to do more or less, follow the syllabus based on her needs. Everyone is at a different level of knowledge, so work with the new sister based on her level.
  - i. The Tarbiyyat Nau Mubaiyat Syllabus is a GUIDE to help new sisters learn prayers, Arabic recitation of Holy Qur'an and religious study. Members should be allowed to move at their own pace (those who learn quickly should be allowed to do so and more time should be taken for those who need to go slower). Feel free to adjust the pace when necessary.
  - j. Training of new members should take place IN ADDITION to the Lajna meeting. New members should be encouraged to attend local meetings and to participate in the Lajna National Taleem & Tarbiyat program.

### 3. INTEGRATE

- a. Encourage members to invite new sisters to their homes, particularly on special occasions like Eid
- b. Where possible, arrange activities with new members from other Majalis and similar ethnic backgrounds in the region. Strive for quarterly activities so new members can meet one another.
- c. Stay in contact with the new sister, gently bringing her into the bond of sisterhood at the local level. Stay in touch with her through regular phone calls, in meetings and pray with and for her as much as possible.
- d. Every individual is unique and special. Be ready to adjust your efforts to form the bonds of sisterhood with each new member based on their need.
- e. Resources are provided in the syllabus for additional study or to discuss topics of particular interest to converts based on their prior faith experience
- f. Appoint a local buddy, if there is no local Nau Mubaiyat Secretary, to work with the new member
- g. Encourage those who introduce someone to the community to cultivate a relationship with that person until they are successfully integrated
- h. Welcome new sisters at Jalsa Salana (Annual Convention) and Ijtemas
- i. Local Sadrans will be notified via email to orient new sisters for attendance at Jalsa Salana, and, upon confirmation of their attendance, they will be welcomed and recognized at Jalsa Salana

- j. Majalis with new sisters should try to hold separate classes for new members with a friendly and caring teacher. These classes should be paced to suit the level of the recent member.
  - i. Nau mubaiyat should be granted the opportunity to share via presentation, discussion, or any other means they feel comfortable with, their background and culture. They can bring and share food recipes, cultural clothing, stories and other traditions to help teach our existing lajna group about the new sister's background. New sisters can be the primary source for helping our lajna learn about their background.
  - ii. We can have our existing sisters do the same presentation on their own cultures too, this way everyone can learn together. This promotes public speaking and presentation practice for lajna members which can be wholly beneficial for the group.
- k. Prayer is the most important spiritual component for a new Ahmadi and needs to be established first. If this practice is not established first, then all other efforts will be for naught.
  - l. Ensure that the new sister is learning about the practice and the etiquette of salat (see Tarbiyyat Nau Mubaiyat Syllabus).
- m. Encourage reading the book, Life of Muhammad, for Islamic history knowledge.
- n. Explain Khulefa-i-Rashideen and Khilafat-e-Ahmadiyya.
- o. Ensure that the new sister is learning about the fundamentals of Islam and Ahmadiyyat (see Tarbiyyat Nau Mubaiyat Syllabus)
- p. Help the new sister enroll in a "Basic Recitation of the Holy Qur'an" class at: <http://alfurqan.us>. Incorporate Yassarnal Qur'an into your new sister classes. \*Work in Progress: We hope to establish a new segment/class to add as a preview before New Members join Al Furqan Quran class. This class should serve as a link to bridge the gap between prior knowledge on the Quran and give them an idea of what to expect on what's to come in learning the Quran.
- q. According to Huzoor's (aba) advice given on 29 August 2021 we can incorporate specifically catered programs on a local level as the local Majalis would know their people and their backgrounds best and can learn about how they are coming into Ahmadiyyat to help with each member's transition. Local Majalis can always seek guidance from the national secretary. \*Work in progress: develop a list of resources for purposes of educating the Lajna of specific religious backgrounds where our New Members are coming from in order to find commonality for ease of transition and work together on a local and national level towards Huzoor's (aba) guidance.\* If a new sister is from another Muslim sect and is well versed in Islam:
  - i. Ensure that someone is teaching her about the history and structure of Ahmadiyyat (see Tarbiyyat Nau Mubaiyat Syllabus)
  - ii. Encourage her to attend Taleem or Tarbiyyat classes (see Tarbiyyat Nau Mubaiyat Syllabus)
- r. Encourage the new sister to join the New Member Book Club by emailing: [tarbiyyatnaumubaiyat@lajnausa.net](mailto:tarbiyyatnaumubaiyat@lajnausa.net)

## RESOURCES

1. How to make Wudhu - Basics of Religious Education – Fifth Edition pages 186-187
2. Types of Prayer & Timing of Prayers - Basics of Religious Education – Fifth Edition pages 178-179
3. Postures of Prayer (Qiyam, Ruku, Sajda, Jilsa, Qa'adah & Taslim) - <http://www.alislam.org/salaat/buy.html>
4. Importance of Salat & etiquettes of salat (<http://www.ahmadiyya.us/lajna/departments/Salat-Questions-Answers-1-27-08.pdf>); Basics of Religious Education – Fifth Edition pages 175-177 & 180 TARBIYYAT NAU MUBAIYYAT 52
5. Modesty & Islamic hygiene for women - Pathway to Paradise – Chapter 2 (pages 42-45) and Chapter 4 (pages 73-79); <http://www.alislam.org/books/pathwaytoparadise/LAJchp4.htm>
6. PURDAH The path to success for every Muslim woman (Lajna Publication 2015)
7. Fundamentals of Islam - Basics of Religious Education – Fifth Edition pages 4-14
8. Jama'at Financial System - Welcome to Ahmadiyyat, The True Islam (Chapter 16)
9. Lajna Dues <http://lajnausa.net/web/membership-dues>
10. Attributes of Allah - Basics of Religious Education - Fifth Edition pages 27-34
11. The Prophet Muhammad (saw) - Basics of Religious Education – Fifth Edition pages 4-1; pages 221-234
12. Khulafa of the Prophet Muhammad (saw) - Basics of Religious Education - Fifth Edition pages 234-242)
13. The Promised Messiah (as) - Basics of Religious Education - Fifth Edition (pages 245-259)
14. Memorization of Khilafat centenary prayers (Basics of Religious Education - Fifth Edition page 361)
15. The Difference Between Ahmadis and Non-Ahmadis - Welcome to Ahmadiyyat, The True Islam (Chapter 10)
16. Khulafa of the Promised Messiah (as) - Basics of Religious Education - Fifth Edition (pages 260-290)
17. Nizame- Jama'at (Tarbiyat Presentation) <http://lajnausa.net/web/webfiles/events/LMC2011/LMC-2011-overview/Obedience-toKhilafat-and-Nizam-e-Jamaat-2.pdf>
18. The Holy Qur'an & its Etiquette - Basics of Religious Education - Fifth Edition (pages 35- 40)
19. Ahadith - Basics of Religious Education - Fifth Edition (pages 90-134)
20. <http://www.alislam.org/library/books/BasicsReligiousEducation.pdf>
21. <http://www.alislam.org/library/books/BasicsReligiousEducation.pdf>
22. <http://www.alislam.org/books/ahmadiyyat/index.htm>

23. <http://www.alislam.org/holyprophet/Selected-Sayings-of-Holy-Prophet-20080529MN.pdf>  
 24. <http://www.alislam.org/books/pathwaytoparadise/index.html>  
 25. <http://www.alislam.org/books/ahmadiyyat/index.htm>  
 26. <http://www.alislam.org/introduction/conditions.pdf>

## NAU MUBAIYAT TARBİYAT PROGRAM: GUIDELINES FOR LOCAL SECRETARIES AND NEW MEMBERS

Focus Topics	Stage 1	Stage 2	Stage 3	Stage 4
<b>Salat</b>	Learn Basics Of Salat	Learn Translation of Salat	Memorization Of Arabic	Memorization Of Arabic W. Translation
<b>Holy Quran</b>	Learn Yassarnal Quran	Learn Holy Quran	Memorization Of Surahs	Memorization Of Surahs W. Translation
<b>Islamic History</b>	The Life and Teachings of the Holy Prophet (sa)	Understanding Ramadan	Khulafa-E-Rashideen	Islamic Sects In Modern Day: Ahmadiyyat Vs. Non-Ahmadis
<b>Ahmadiyyat</b>	The Life And Teachings Of The Promised Messiah (as)	History Of Khilafat & Friday Sermons	Sacrifice In The Way Of Allah	Understanding The Organization System Of Jamaat And Obedience To Nizam-E-Jamaat
<b>Women In Islam</b>	Islamic Purdah	Status Of Women And Men, Equal Regards For Both	Modeling High Status Of Women In Islam Parts 1-3	Social And Moral Values: Conduct Of A Muslim Woman
<b>Family Life</b>	Purpose & Importance Of Nikah (Marriage)	Role Of Husband And Wife & Raising Children	Inheritance	Divorce

## RESOURCES BY TOPIC

TOPIC(S)	BOOKS AVAILABLE BY SEARCH ON <a href="http://WWW.ALISLAM.ORG">WWW.ALISLAM.ORG</a>
<b>SALAT</b>	<ol style="list-style-type: none"> <li>1. Basics of Religious Education</li> <li>2. Online Salat Guide</li> <li>3. Salat: The Muslim Prayer Book</li> <li>4. Understanding Salat</li> </ol>
<b>QURAN</b>	<ol style="list-style-type: none"> <li>1. Online Apps and AllIslam.org Holy Qur'an</li> <li>2. Testimony of the Holy Qur'an</li> <li>3. Basics of Religious Education</li> <li>4. Revelation, Rationality, Knowledge and Truth</li> </ol>
<b>ISLAMIC HISTORY</b>	<ol style="list-style-type: none"> <li>1. Life of Muhammad</li> <li>2. The Life and Character of the Seal of the Prophets—(volumes 1-3)</li> <li>3. An Outline of Early Islamic History</li> <li>4. Expansion of the Muslim dominion during Khilafat-e-Rashid</li> </ol>
<b>KNOWLEDGE OF AHMADIYYAT</b>	<ol style="list-style-type: none"> <li>1. The Philosophy of the Teachings of Islam</li> <li>2. Welcome to Ahmadiyyat—The True Islam</li> <li>3. What is Ahmadiyyat?</li> <li>4. Our Teaching</li> </ol>
<b>ROLE OF WOMEN IN ISLAM &amp; FAMILY LIFE</b>	<ol style="list-style-type: none"> <li>1. Pathway to Paradise</li> <li>2. Woman in Islam</li> <li>3. Garments for Each Other</li> <li>4. Paradise Under Your Feet</li> <li>5. Hazrat Amma Jan—An Inspiration for Us All</li> </ol>

**CONTACT:** Laeeqa Mirza

National Secretary Tarbiyyat Nau-Mubaiyat, [TARBIYYATNAUMUBAIYAT@lajnausa.net](mailto:TARBIYYATNAUMUBAIYAT@lajnausa.net)

## KHIDMAT E KHALQ (SOCIAL WELFARE)

Verily, Allah enjoins justice, and the doing of good to others; and giving kindred...  
(Holy Quran 16:91)

According to the commentary of AL-Nahl 1570, this verse contains three commandments that briefly deal with all the various stages of the moral and spiritual development of man and with both its negative and positive sides. **Justice** implies that a person should treat others as he is treated by them, good or evil. Higher than **'Adl** (justice) is the stage of **Ihsan** (goodness) when a man should do good to others regardless of the treatment he receives from them. At the last and highest stage of moral development,, viz, **'Ita'i Dhil Qurba** (giving like kindred), a believer is expected to do good to others not in return for any good received from them, nor with the idea of doing more good than the good received, but to do good prompted by a natural impulse, as good is done to very near relations. The believer's condition at this stage resembles that of a mother whose love for her children springs from natural impulse. After a believer has attained this stage, his moral development is complete.

### PROGRAM GOALS

#### INTERNAL OUTREACH to Provide Social Services to the Ahmadiyya Community: ARE YOU OKAY?

Call **All** members on your Tajnid until you reach them. It may be necessary to drive to their home. Engage Nasirat in the **"ARE YOU OK?"** Initiative. Partner them with mature Lajna members to form a bridge between generations in conjunction with the Nasirat Secretary.

Establish a time and day to perform your calls. Make the calls consistent every time: same day of the week, between the same hours of the day, that allows you a 2-4-hour window in which to make calls, unless something out of the ordinary occurs. The people you contact will get into the habit of receiving your calls. This will give them something to look forward to.

Obtain Demographic information from members living alone:

\*Forms on Lajna Website under Khidmat e Khalq Department\*

[www.lajnausa.net](http://www.lajnausa.net)

#### **Members who need help: Contact your local Jama 'at President and Sadr for immediate help of any kind.**

- ★ Update and review your list of members in need and your list of volunteer helpers.
- ★ Work with your San'at-o-Dastkari Secretary to Identify professionally trained Lajna members that may assist entrepreneurs with start-up businesses.

#### EXTERNAL OUTREACH to Provide Social Services to the Community at large.

Volunteer with **Title 1 Schools** (Schools in which 75% or more of its students receive free or reduced lunch and/ or some other form of government assistance) in your local areas. Provide the schools with supplies and help. Perform back to school "supply" drives. See Lajna website [www.lajnausa.net](http://www.lajnausa.net). **\*If no Title 1 School in your area, seek subsidized Daycare Center.**

- ★ Arrange for a homework "club" in the mosque. Encourage older high school girls to help younger girls or **develop a study buddy. This activity may be done via skype** as well as in person when the situation permits.
  - ★ Identify a shelter/charity of your choice and develop a plan to feed the hungry by donating food on a weekly basis to address current food shortages nationally.
  - ★ Continue with ongoing initiatives.
- \*\* All volunteers must be mindful of observing purdah according to the Jama 'at guidelines with every external outreach or when arranging a fundraiser for a charitable organization or volunteering for Humanity First events. \*\***

#### KHIDMAT-E-KHALQ RESOURCE GUIDE

A Khidmat-e-Khalq Resource Booklet has been prepared for local sadran. We are hopeful that, with the sample of resources presented in this booklet, local sadran can find where to look for specific kinds of help and how to get information to their members. The booklet has outlined both the Jama 'at resources and community resources. [www.lajnausa.net](http://www.lajnausa.net). **Local Khidmat-e-Khalq Secretaries are encouraged to develop local resource booklets.**

**\*\*\*Awards will be awarded based on Regional Cumulative Reports to top-performing Regions\*\*\***

**KHIDMAT-E-KHALQ FUNDS**

- Local fundraisers in conjunction with community events for funding of donations to local charities, local Jama'at projects (to include assistance to sisters in need), and Lajna Hall.
- Lajna Ima'illah offers the Khadijah scholarship of up to \$5,000 to Lajna members returning to school. Please visit the following for eligibility guidelines and application forms: <http://www.lajnausa.net/web/node/263>

Reporting KK Activities/Awards
How Many pounds of Food Donated?
Implemented "Are You Okay" and Engagement Initiative
Served a Title 1 School
Implemented Shura Proposal Promoting the Welfare of Widowed and Divorced Sisters

**\*\*\*\*\*DOMESTIC VIOLENCE\*\*\*\*\***

- ★ The Ahmadiyya Muslim Community is striving for a zero tolerance towards domestic violence and is committed to providing assistance to victims.
- ★ Resources are available both at the Jama 'at as well as non-Jama 'at community levels.
- ★ The Ahmadiyya Muslim Community will protect the privacy and confidentiality of the parties concerned to ensure that they have access to all available resources and provide fair and respectful treatment to all members affected by a domestic violence incident.
- ★ Please review and familiarize yourself with the Domestic Violence Protocol in the Khidmat-e-Khalq Resource Booklet on our website so that you will know what to do immediately, should this situation arise in your majlis.

Inform members to contact their local Lajna Sadr or any of the following national officers for help: National Secretary Khidmat-e-Khalq, National Secretary Tarbiyyat, National Sadr Lajna Ima'illah USA or email [Lajnacanhelpl@lajnausa.net](mailto:Lajnacanhelpl@lajnausa.net)

***\*\*Based on the need, the member will be assisted with local and Jama'at resources, and appropriate counseling can be arranged. \*\****

**Ongoing \*NEW**

- Engagement Component added to "Are You Okay?"
- Activities added each quarter to support the accepted Shura Proposal #2 "Promoting the Welfare of Widowed and Divorced Sisters"
- Engage with your secular community events to learn, share Islamic knowledge and give service to humanity.

\*\*\*\*\*

**AWARDS REPORTING:**

- Title 1 Schools- continue to Serve
- Food Banks- Focus efforts on donating to address National FOOD SHORTAGES, especially with very young children and the elderly, and give supplies with these groups in mind.
- **ARE YOU OK? Initiative** - establish a call chain. Monitor one another closely for domestic issues and basic needs. Employ Engagement and **Shura Proposal #2 "Promoting the Welfare of Widowed and Divorced Sisters."**

*Alhamdulillah, we are making a difference!*

OVERVIEW OF KHIDMAT-E-KHALQ PROGRAM (NEW ITEMS ARE HIGHLIGHTED)

Quarter 1: April-May-June 2025

Are You Okay/ Engagement

\*\*\*ENGAGEMENT\*\*\*

- \*Update the list of local, regional, and national Aamila Members' names and contact email to members of each Majilis with a short description of duties for each Shoba **\*NEW**
- \*Provide name and contact information for all Halqa leaders in each Majilis to all members
- \*Utilize a high school or college Lajna member as an assistant/reference for Aamila members in each Majilis **\*NEW**
- \*Speak English during Jamaat gatherings as instructed by Huzoor (aba)
- \*Provide translation during Jamaat gatherings for non-English speaking attendees
- \*Label food dishes with Arabic/Urdu names and English translation **\*NEW**
- \*Seek out Elderly (over 60) attendees during Jamaat gatherings and treat them with honor by attending to their needs. serving food, providing seating, and ensuring that they are acknowledged and engaged.
- \*Perform activity for **"Promoting the Welfare of Widowed and Divorced Sisters"** **"Identify Widows and Divorcees utilizing "Are You Okay" and Engagement.**

For guidance see [www.lajnausa.net](http://www.lajnausa.net).

1. Continue, volunteering for Title 1 schools
2. Continue Mother's Day program at the mosque to include shut-ins and Lajna without children/ Interfaith Mother's Day gathering
3. Feed The Hungry: Continue to Serve local charity partnerships with Increased focus during Ramadan.
4. No Lajna Left Behind: Continue monthly system to "bridge" Nasirat with mature Lajna members by phone conversations, sharing arts and crafts projects, tutoring (Nasirat to adult/ adult to Nasirat), sewing classes, cooking or service projects. \*Please record\*
5. **Establish quarterly outings with widows and divorces, hint\* it works better, if possible, you include all Lajna and nasirat members in an overnight setting to increase bonding and trust which promotes dialogue. \*NEW**
6. **Seek to normalize interactions with special needs members. Provide training quarterly and establish sports events to include them. Utilize Special Olympics as an example of possibilities. \*NEW**

Quarter 2: July-August-September 2025

1. No Family Left Behind: "Are You Okay?" / Engagement
2. Back to School Drive and/or partner with local organizations to provide school supplies
3. Feed the Hungry
4. Update the Resource Book, seek out community partnerships as resources. **\*NEW**
5. **Quarterly outings with widows and divorces, hint\* it works better, if possible, you include all Lajna and nasirat members in an overnight setting to increase bonding and trust which promotes dialogue. \*NEW**

Quarter 3: October-November-December 2025

1. No family Left Behind: "Are You Okay?" / Engagement
2. Volunteer monthly with Title 1 school
3. Conduct One Warm Coat drives
4. Feed the Hungry with designated charity (emphasis during the Western holiday season Thanksgiving to Christmas).
5. **Quarterly outings with widows and divorces, hint\* it works better, if possible, you include all Lajna and nasirat members in an overnight setting to increase bonding and trust which promotes dialogue. \*NEW**
6. **Seek to normalize interactions with special needs members. Provide training quarterly and establish sports events to include them. Utilize Special Olympics as an example of possibilities. \*NEW**

Quarter 4 January-February-March 2026

1. No Family Left Behind: "Are You Okay?" / Engagement
2. Volunteer monthly with Title I school
3. Attend Martin Luther King Day event or do research/discussion during meeting.
4. Attend Black History Month program in February.
5. Arrange for snow shoveling for the elderly members in your Lajna and assist them with cleaning and other errands.

6. Quarterly outings with widows and divorces, hint\* it works better, if possible, you include all Lajna and nasirat members in an overnight setting to increase bonding and trust which promotes dialogue. **\*NEW**
7. Seek to normalize interactions with special needs members. Provide training quarterly and establish sports events to include them. Utilize Special Olympics as an example of possibilities. **\*NEW**

**Quarter 5 April-May-June 2026**

1. No Family Left Behind: "Are You Okay?" / Engagement
2. Volunteer monthly with Title I school
3. Attend Cinco De Mayo event in May or research and have discussion at meeting
4. Volunteer at your adopted shelter to "Feed the Hungry", be ready to serve there during the month of Ramadhan, ideally weekly.
5. Encourage Nasirat and Lajna members to donate for **Children's Khidmat-e-Khalq Eid Gift Fund**
6. **Quarterly outings with widows and divorces, hint\* it works better, if possible, you include all Lajna and nasirat members in an overnight setting to increase bonding and trust which promotes dialogue. \*NEW**
7. **Seek to normalize interactions with special needs members. Provide training quarterly and establish sports events to include them. Utilize Special Olympics as an example of possibilities. \*NEW**

**Quarter 6 July-August-September 2026**

1. No Family Left Behind: "Are You Okay?" / Engagement
2. Volunteer monthly with Title I school
3. Develop Back to School Drive or partner with local organizations to provide school supplies for school children
4. **Arrange blood drives** in conjunction with Churches/Universities to be ready to participate in "Muslims for Life" campaign in September for 9/11
5. **Quarterly outings with widows and divorces, hint\* it works better, if possible, you include all Lajna and nasirat members in an overnight setting to increase bonding and trust which promotes dialogue. \*NEW**
6. **Seek to normalize interactions with special needs members. Provide training quarterly and establish sports events to include them. Utilize Special Olympics as an example of possibilities. \*NEW**

**Quarter 7 October-November-December 2026**

1. No family Left Behind: "Are You Okay?" / Engagement
2. Volunteer monthly with Title 1 school
3. Conduct One Warm Coat drives
4. Feed the Hungry with designated charity (emphasis during the Western holiday season Thanksgiving to Christmas).
5. **Quarterly outings with widows and divorces, hint\* it works better, if possible, you include all Lajna and nasirat members in an overnight setting to increase bonding and trust which promotes dialogue. \*NEW**
6. **Seek to normalize interactions with special needs members. Provide training quarterly and establish sports events to include them. Utilize Special Olympics as an example of possibilities. \*NEW**

**Quarter 8 January-February-March 2027**

1. No Family Left Behind: "Are You Okay?" / Engagement
2. Volunteer monthly with Title I school
3. Attend Martin Luther King Day event or do research/discussion during the meeting.
4. Attend a Black History Month program in February.
5. Arrange for snow shoveling for the elderly members in your Lajna and assist them with cleaning and other errands.
6. **Quarterly outings with widows and divorces, hint\* it works better, if possible, you include all Lajna and nasirat members in an overnight setting to increase bonding and trust which promotes dialogue. \*NEW**
7. **Seek to normalize interactions with special needs members. Provide training quarterly and establish sports events to include them. Utilize Special Olympics as an example of possibilities \*NEW**

# MAAL (FINANACE)

*“Never shall you attain to righteousness unless you spend out of that which you love; and whatever you spend, Allah surely knows it well.” [3:93]*

*The Promised Messiah<sup>(as)</sup> said that true virtue which leads to salvation cannot be achieved until one spends out of that which they love for the sake of humanity (Hazrat Khalifatul Masih V <sup>(atba)</sup> Friday sermon 1/6/23).*

Lajna Ima’illah is an auxiliary of the Ahmadiyya Muslim Community. According to the Constitution, membership is compulsory. Dues are collected by the local Lajna majlis and have fixed rates, as described below. The collection of Lajna and ijtema dues makes it possible for Lajna Ima’illah - USA (Local, Regional and National) to carry out its daily operations. It is with these blessed resources that we support special projects that our beloved Huzoor<sup>aba</sup> may wish for us to work on during the year. As a local sadr, please make sure that your local Finance Secretary gets the information provided below on time. To assist your local Finance Secretary, the following areas have been highlighted and explained in detail below:

## \*General Instructions\*

The Lajna financial year is from **October 1st to September 30th**.

### MEMBERSHIP AND IJTEMA DUES

	Membership Yearly Dues	Ijtema Yearly Dues
Lajna Earning	1 % of net income	\$15.00 (included in the 1%)
Lajna Non-earning	\$30.00	\$15.00
Students under 22 years	\$15.00	\$7.00
Senior Citizens	\$15.00 (1% if receiving income)	\$7.00
Nasirat	\$7.00	\$7.00

### COLLECTION and PAYMENT OF DUES

- ❖ As members of Lajna Ima’illah and Nasirat-ul-Ahmadiyya, we must make every effort to pay our annual dues.
- ❖ Local Secretaries should collect dues from both Lajna and Nasirat members.
- ❖ She should remind them, in a patient and respectful manner, to pay their dues regularly and on a timely basis.
- ❖ Dues may be collected at each Lajna meeting / Juma, etc., as not everyone can afford to pay all of the dues at one time.
- ❖ Two electronic chanda collection systems, Bill Pay and PayPal (individual account only) can be used to collect chanda locally.
- ❖ **ONLINE REPORTING:** The National Finance department has prepared specific report formats (Google spreadsheets) for ALL reports. The link is shared with the Sadran and the Finance Secretaries. Please follow the instructions carefully and fill out the reports accordingly. Please contact the National Finance department if you have questions on the format and/or filling out the reports.

### SUMMARY OF REPORTS AND DUE DATES

	Term 1: Oct - Jan	Term 2: Feb-May	Term 3: Jun - Aug
Collection Summary Report	01/31	05/31	08/15
Receipt Report (Income)	01/31	05/31	08/15
Membership Dues Report	01/31	05/31	08/15
Percentage of Participation Report	-	-	08/15
Income and Expense Budget	-	-	10/31
Bank Statement (Sep. 30 <sup>th</sup> )	-	-	10/31
Bank Reconciliation Report	-	-	10/31
Reimbursement Request	01/31	05/31	08/15

## REPORTING INSTRUCTIONS

- ❖ Please prepare the reports using the Google spreadsheets provided by National.
- ❖ The link is shared with the Sadr and the Finance Secretary a few weeks prior to the due date. Please DO NOT change the format of the original spreadsheets.
- ❖ As every report has formulas embedded in it, you are not required to calculate any percentage or total for your reports. Those fields will be calculated for you automatically.
- ❖ Please double-check your totals and percentage by computing manually as well.
- ❖ Please fill out the entire tajnid on the Membership Dues Report. Select paying members for only those who paid in the current reporting Term.
- ❖ **Mail only the 'Collection Summary Report', green copies of the receipts and a check in the amount due to National.**
- ❖ Keep one copy of the report for the local Finance Secretary and one copy for the Sadr, for your records.
- ❖ Please inform National when the report has been mailed and DO NOT make any further changes to the online report.

## LOCAL LAJNA BANK ACCOUNT

- ❖ Signatures of the Local Sadr, Local Financial Secretary and Local General Secretary should be made available to the bank holding your account. Any two of the office holders may sign the checks (preferably the Sadr and Finance Secretary).
- ❖ Make checks payable to 'Lajna Imaillah, USA'.
- ❖ Please try to send the total amount due in ONE check.
- ❖ Names and signatures of two office holders (Sadr and Finance Secretary) must be on the check.
- ❖ Please make sure that there are sufficient funds in the account. If the check bounces, it costs money to Lajna-USA. The penalty for the bounced check will be charged to the local Lajna's account.

### To Open a New Local Bank Account:

- ❖ Find a bank that will not require a minimum balance and will not charge a monthly fee.
- ❖ Open the account as a non-profit organization under the name 'Lajna Imaillah'.
- ❖ National will provide any documents that the bank may require to open the account.

## INCOME COLLECTION AND REPORTING INSTRUCTIONS

Local Lajna Majlis Share (to be shared with region as needed) <b>*NEW</b>	<b>25%</b>
Markaz (London) Lajna Share	<b>25%</b>
National Lajna Share	<b>50%</b>

The local Finance Secretary is requested to collect the dues under two categories. Please fill out and attach the Bank Reconciliation Report along with your year-end Bank Statement.

## LAJNA AND NASIRAT MEMBERSHIP AND IJTEMA DUES

- ❖ 75% of the total Lajna and Nasirat Membership and Ijtema collections are due to National, with each income report by the deadlines.
- ❖ 25% of the total Lajna and Nasirat Membership and Ijtema collections can be retained by local Majlis to be shared with region as needed. **\*NEW**
- ❖ For each term, there are 3 online income reports due to National under Lajna and Nasirat Membership and Ijtema dues. These reports are **Collection Summary Report, Receipt Report (Income), and Membership Dues Report**. With the last term, 2 additional reports are also due. These reports are **Percentage of Participation Report and Bank Reconciliation Report**. Please mail a hard copy of your **Income summary Report, copy of receipts and check** to Assistant Finance Secretary 1 (Income), Sister Amtul Quddus Dard.

## OTHER COLLECTIONS

- ❖ 100% of the collections from Khidmat-e-Khalq (KK)/Need Based, Children 's Khidmat-e-Khalq/Eid Gift Fund, sales of books, African Model Village Fund, Lajna Hall, etc. are due to National by the deadlines.
- ❖ When fundraising is carried out at the local level or at the regional level, the Majlis that did the fundraising may use 100% of the amounts collected for their local projects; make sure you report it in your Collection Summary Report, under the local fundraising column.

- ❖ Please send your checks, written to 'Lajna Imaillah, USA', along with your report to Sister Amtul Quddus Dard before or by the deadline.

## INCOME CATEGORIES

### MEMBERSHIP AND IJTEMA DUES

	Membership Yearly Dues	Ijtema Yearly Dues
Lajna Earning	1 % of net income	\$15 (included in the of 1%)
Lajna Non-earning	\$30.00	\$15.00
Students under 22 years	\$15.00	\$7.00
Senior Citizens	\$15.00 (1% if receiving income)	\$7.00
Nasirat	\$7.00	\$7.00

### EARNING MEMBERSHIP DUES

Hadhrat Khalifatul Masih V, Mirza Masroor Ahmad<sup>aba</sup> has directed Lajna Ima'illah USA to implement an Earning Membership Chanda. This Chanda will replace the Annual Membership and Ijtema dues paid by earning members. Please read the letter from Markaz dated December 9, 2004, posted below:

***“Those members that are employed should contribute a certain percentage of their net income for membership chanda. National Sadr, Lajna Ima'illah may increase the minimum amount after consultation in National Shura and then seek approval from Hadhrat Khalifatul Masih V<sup>atba</sup>. Please bear in mind that Lajna Financial Year should start from 1st October to 30th September, according to the Lajna Year.”***

In June 2003, Hadhrat Khalifatul Masih V<sup>aba</sup> suggested to Lajna Ima'illah-USA to collect 1% of net income as membership chanda, from all earning Lajna members. This will include the Ijtema dues of \$15.00. If however, the 1% collection from the earning member is less than \$45.00, then the minimum of \$45.00 will be collected from the member.

In June 2012, Hadhrat Khalifatul Masih V<sup>aba</sup> reiterated to Lajna Ima'illah-USA to encourage ALL earning Lajna members to contribute 1% of their net income in order to increase the annual Lajna collection.

#### Earning Members:

Any Member receiving a regular income, e.g., salary, social security, pension etc. is an earning member.

**All earning members should pay Jama'at Chanda and Lajna Chanda in the following categories:**

#### CHANDA AAM OR CHANDA WASIYYAT (Jama'at)

**Chanda Aam:** This is a Jama'at Chanda and is paid by all non-Moosie earning members of the Jama'at at the rate of 1/16 of their net income. This is an obligatory chanda and is paid directly to Ahmadiyya Movement in Islam (AMI). For example: If a member is earning \$1,000.00 a month (i.e. \$12,000.00 per year), then she should pay Chanda Aam as follows:

$$1/16 \text{ of } \$1,000.00 = \$62.50/\text{month} = \$750.00/\text{year}$$

**Chanda Wasiyyat:** This is a Jama'at Chanda and is paid by all Moosie members of the Jama'at at the rate of 1/10 to 1/3 of their net income, or \$300 / year for non-earning participants. This is an obligatory chanda and is paid directly to Ahmadiyya Movement in Islam (AMI). For example: If a member is earning \$1,000.00 a month (i.e. \$12,000.00 per year), and her Wasiyyat rate is 1/10, then she should pay Chanda Wasiyyat as follows:

$$1/10 \text{ of } \$1,000.00 = \$100.00/\text{month} = \$1,200.00/\text{year}$$

### CHANDA JALSA SALANA

Chanda Jalsa Salana is a Jama'at Chanda and is paid by all earning members of the Jama'at; at the rate of 1/120 of their net income. This is an obligatory chanda payable to Ahmadiyya Muslim Community (AMC). For example: If a member is earning \$1,000.00 a month (i.e. \$12,000.00 per year), then she should pay Chanda Jalsa Salana as follows:

$$1/120 \text{ of } \$1,000.00 = \$8.33/\text{month} = \$100/\text{year}$$

### ANNUAL BUDGET – Jama'at

Please make sure ALL Lajna members, earning and non-earning above the age of 15 fill out the Annual Jama'at budget. .... instructions we (Jama'at) received from Hazrat Khalifa tul Masih Ayyadahullah Ta'ala during USA Jama'at's National Majlis-e-Amila meeting. **Huzoor stated "If the Finance Secretaries of local Jama'ats are active, then they will be able to contact such individuals and draw their attention. If the members are reminded in the correct manner and are made aware of the importance of financial sacrifice, then they will surely donate. The actual matter is that local Secretaries are not active. If you activate the local Secretaries, then the budget can increase by 50%." Huzoor Aqdas further stated "You should not simply become happy at merely seeing an increase of a few million dollars relative to previous year. We are not after money; the real matter is that every Ahmadi must truly understand the importance of financial sacrifice." \*NEW**

### CHANDA LAJNA

Chanda Lajna is paid by all earning Lajna members at the rate of 1% of their net income. This is collected by Lajna Ima'illah USA and paid directly on Lajna Receipt books, payable to Lajna Ima'illah. For example: If a member is earning \$1,000.00 a month (i.e. \$12,000.00 per year), then she should pay Chanda Lajna as follows:

$$1\% \text{ of } \$1,000.00 = \$10.00/\text{month} = \$120.00/\text{year}$$

**Per Revised Constitution Rule #175.** A revised rule has been implemented starting FY 2021-2022 that every Majlis of a city shall deposit 20% of their saving/surplus at the office of Lajna Mulk and no Majlis may spend its savings without the prior permission of the Markaz

### KHIDMAT-E-KHALQ/NEED BASED COLLECTION

There are always those who are in need of some kind of support (financial, health, emotional, education, etc.) within the US from the Ahmadiyya Community. In seeking Hadhrat Khalifatul Masih V<sup>aba</sup>'s guidance regarding this issue in the collection of funds to help our Ahmadi sisters and families, Huzoor<sup>aba</sup> graciously advised Lajna USA to include a Khidmat-e-Khalq category in the Lajna receipt book. Please read below, the letter from Huzoor<sup>aba</sup> dated October 27, 2004, and December 9, 2004.

*I acknowledge the receipt of your letter seeking guidance for Sadaqah and Khidmat-e-Khalq fund. Jazakamullah Ta'ala. Lajna Ima'illah are permitted to collect and spend Chanda Khidmat-e-Khalq. The receipt can be issued from the Lajna receipt book. Lajna may specify the area (such as Sadaqah or other categories) in which her contributions is to be used. However, if a Lajna wishes to give that Chanda to Jama'at, she should give it to Jama'at Secretary Maal." Also, "Lajna are permitted to collect and spend Chanda Khidmat-e-Khalq. The receipt can be issued from the Lajna receipt book. The proceeds from this fund can be spent towards education, marriage, medical treatment or financial assistance for the needy. Lajna may specify the area that their contribution is to be used. In the case of large donations, approval should be obtained from Hadhrat Khalifatul Masih prior to collection.*

The local Lajna Financial Secretary should report the amount under the Khidmat-e-Khalq column when compiling the Income Collection Form and 100% of this collection should be submitted to National. If funds are needed locally, please contact the Finance Secretary or Khidmat-e-Khalq Secretary. The requested funds will be granted to you upon National Sadr Sahiba's approval.

## CHILDREN'S KHIDMAT-E-KHALQ/EID GIFT FUND

### From Our Children to Your Children:

In 2002, Respected Ameer, Dr. Ahsan Zafar Sahib graciously approved a proposal that combines the aspects of Khidmat-e-Khalq with the "Tarbiyyat" of our children. The outline of the program and the implementation procedure is as follows:

*The Lajna should institute a system of providing an "Eidi" or Eid gift to one needy country each year. Approximately two months before Eid, each member should gather collections from their children to be sent to a country chosen by Huzoor<sup>aba</sup>. This aspect of the program allows us to help those in need. The goals of this program are twofold, in that this would simultaneously help not only those children who are abroad, but also our children who live here by helping them to understand the blessings that they enjoy and the importance of sharing those blessings with others. All Lajna members should encourage their children to contribute money from their own funds, as Eid gifts (money), for the Ahmadi children in another country. The amount to be given should be decided by the children themselves. The local Lajna Finance Secretary should issue each child with a receipt at the time the money is collected. We pray that these humble gifts from our children to other children will add some more joy and comfort to those families, Insha'Allah. May Allah reward our children 's efforts and sacrifice, Ameen.*

**The contributions should be collected at least one month before Eid-ul-Fitr. Thus, donations should be collected by February 2025 and January 2026. \*NEW** Once all the donations are collected, please fill out the enclosed form and send it along with the funds collected (in one check) to Sister Amtul Quddus Dard, Assistant Finance Secretary. Secretary Finance will provide a report to the National Sadr, including information on the amount received and the level of participation by each local branch. This report should be completed, and funds collected at least one month before Eid-ul-Fitr, of that year. The funds for the chosen country are then sent to Hadhrat Khalifatul Masih<sup>aba</sup> (through the office of Respected Ameer Sahib).

### AFRICAN MODEL VILLAGE FUND:

Per Huzoor (atba)'s advice to Lajna Imaillah USA, Lajna has been contributing \$75,000 towards an African Model Village of Huzoor (atba)'s choice every 2 years since 2012. Per Huzoor (atba)'s recent guidance during a mulaqat with Lajna National Amila on August 29,2021, Lajna USA will be contributing **\$90,000 every year, Insha'Allah**. Please make your members aware of it, and send the collections to Sister Amtul Quddus Dard, Jazak'Allah.

### FUNDRAISING COLLECTIONS

**Local/Regional Fundraising:** When fundraising is carried out at the local level or at the regional level, the Lajna branch that did the fundraising may use 100% of the funds collected for their local projects. However, you MUST inform the National Financial Secretary of the income collected through the fundraising, as well as report it in your Term reports. Whenever cash is raised, two people should be in-charge, one to handle the sale and other to receive and record the cash. At the end of the day, both should count the money, sign and date the total funds collected for record keeping. See Handicraft Program for details.

### JALSA SALANA

During the Annual Jalsa Salana, National Lajna-USA will keep 100% of the funds collected through fundraising.

### SALE OF PUBLICATION/MEDIA

**Sales of books, CDs, etc.:** Under the responsibility of National Lajna Isha'at (Publications) Department, Lajna Ima'illah USA will select/publish or distribute books and other audio-video materials to Lajna Branches to use with the National Program. Collection of funds, from the sale of the books, will be sent to the Isha'at (Publications) Secretary. Please see Isha'at (Publications) program for details. Lajna receipt books can also be obtained from the National Lajna Isha'at (Publications) Secretary.

### ANNUAL BUDGET/YEAR END CLOSING BALANCE – Online reporting

In-order to project both incoming and outgoing funds for the Lajna finance year, it is important that the Local Finance Secretary and the Local Sadr compile the income and expense budget reports:

- ❖ **Prepare the projected budget**, using the entire Tajnid of earning members, non-earning members and Nasirat. Collect pledges from ALL earning members according to their true income, and prepare the budget accordingly. **\*NEW**
- ❖ **Income & Expense Actual Report** (Oct. 2024 – Sep.2025 & Oct. 2025 – Sep. 2026). This report was submitted the previous year with projected Budget of the new FY, the Actual Income & Expense to be reported now. **\*NEW**
- ❖ **Bank Reconciliation Report FY\_2024 – 2025 & 2025 - 2026.** **\*NEW**
- ❖ **Projected Income & Expense Budget Report for FY\_2024 – 2025 & FY\_2025 – 2026.** **\*NEW**
- ❖ **Earning Members (All members receiving any income e.g., salary, social security, pension, etc.) Annual Pledge form.** Please make sure to have all names, member codes, and amounts correct on the form otherwise it will also be considered incomplete. **\*NEW**
- ❖ **Bank Statement** with the ending balance date of **September 30, 2024 & 2025.** **The only report to be mailed, to assistant Finance 2, Budget Secretary.** **\*NEW**

After the budget has been prepared, discussed and approved by the Local Amilah, please fill out the above-mentioned online reports (Google Forms) provided by National and submit the reports. Sadran and Finance Secretaries will receive the links prior to the reporting deadline. **Please mail only the bank statement (September 2025 and September 2026) to Assistant Finance Secretary 2, for budget.** The due dates are as follows:

Income and Expense Annual Report & Budget <b>*NEW</b>	<b>10/31</b>
Bank Statement (Sep. 30) and Bank Reconciliation Report	<b>10/31</b>

#### KEEPING RECORDS AND REIMBURSEMENT INSTRUCTIONS

- ❖ Local Branches should maintain records of all their income and expenses.
- ❖ Bank records should be maintained for the past seven years.
- ❖ Record of receipt copies should be kept for, at least, the last seven years.
- ❖ Contact National Secretary Maal for permission to destroy records from the past seven years.

#### REIMBURSEMENT FOR LOCAL AMILAH

- ❖ Log your expenses on the reimbursement form provided (make extra copies as needed)
- ❖ Submit to your local Finance Secretary, along with receipts for the expenditure incurred.
- ❖ The local Finance secretary (with approval of Local Sadr) will issue the reimbursement.

#### REIMBURSEMENT FOR NATIONAL AMILAH

- ❖ Mail filled out expense form once at the end of each term to National Finance Secretary.
- ❖ She should receive your expense forms by the 30th of the following month of each term.
- ❖ Please mail your expenses on the expense form provided by the National Finance Secretary and attach your invoices by way of receipt, hard copies and electronically, **copied to Muhasiba Maal.** **\*NEW** Your invoices should be legible and organized in the same sequence as your expenses on the form. **\*NEW** If you do not send your invoices as a proof of your expenses, the Secretary will not be responsible for reimbursing for any of the expenditures.
- ❖ The Finance Secretary will review all expense forms received in that term. Upon receipt, checks will be issued within 3- 4 weeks, following approval by the National Sadr Sahiba.
- ❖ Reimbursements should be requested within the 6 months of the date of the expense.

**Please Note:** A request for an occasional local expense submitted to National Finance Secretary, Najmi Azam, must be made by the Local Lajna Sadr on an Expense Reimbursement Form (after the local 25% share has been exhausted). Payments for such requests will be accommodated after approval from National Sadr Sahiba.

	<b>Term1: Oct - Jan</b>	<b>Term2: Feb-May</b>	<b>Term3: Jun - Aug</b>
Reimbursement Requests due	<b>01/31</b>	<b>05/31</b>	<b>08/15</b>

## WORKSHOPS / PRESENTATIONS

Hold workshops / presentations on financial sacrifice during each quarter, using verses of the Holy Quran, Ahadith, sermons of Khulafa, etc. related to blessings of financial sacrifice ([An Introduction to Financial Sacrifice](#)): **\*NEW**

Term 1 – October – December **\*NEW**

Term 2 – February – April **\*NEW**

Term 3 - June – July **\*NEW**

## REPORTING AND AWARDS CRITERIA

For 2025 and 2026 **\*NEW** Lajna Branches will be judged according to the following criteria:

- ❖ Percentage of Membership Participation in **obligatory** Lajna Dues, and **Other Lajna Initiated Funds**: Children's KK/Eid Gift Fund and special Lajna initiated Funds e.g., KK/Need Based Fund, Bilal Fund, African Model Village Fund, Lajna Hall, etc.
- ❖ Timeliness of Reports
- ❖ Completeness of Reports: hard copy of Summary report, copies of receipts and check to National.
- ❖ Method of Reporting: reports prepared on the online google spreadsheets using National format.
- ❖ Held workshop / presentation on blessings of Financial Sacrifice each Term.

JazakAllah for your cooperation and support! May Allah multiply manifold every financial sacrifice made in His way by your members and count them as a living proof of the prayers of the Promised Messiah<sup>as</sup>. May Allah bless us with His Mercy and guidance in the years to come, Ameen.

## APPENDICES - MAAL FORMS:

- ❖ [Bank Reconciliation](#)
- ❖ [Expense Reimbursement Report](#)
- ❖ [Income and Expense Budget](#)
- ❖ [Collection Summary Report](#)
- ❖ [Membership Dues Report](#)
- ❖ [Income and Receipt Report](#)
- ❖ [Total Membership Participation](#)
- ❖ [Children's KK/Eid Gift Fund Form](#)

## CONTACTS

**Najmi Azam**  
National Secretary Maal  
919-208-6952  
maal@lajnausa.net  
410 Village Orchard Rd  
Cary, NC 27519

**Amtul Dard**  
Naib Maal 1 (Income)  
919-468-3871  
naibmaal1@lajnausa.net  
803 Bell Arbor Court  
Cary, NC 27519

**Misbah Rana**  
Naib Maal 2 (Budget)  
980-307-8844  
naibmaal2@lajnausa.net  
2705 Sunlight Dr.,  
Little Elm, TX 75068

# Bank Reconciliation

As of: [mm/dd/yyyy](#)

Chapter Name:

Ending Balance as of <a href="#">mm/dd/yyyy</a>	\$0.00
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Outstanding Deposits (deposits made after bank statement date)

Deposit 1 (please provide details)

Total Deposits	\$0.00
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Outstanding Checks (checks paid but not yet cleared on bank statement)

Check 1 (please provide details)

Total Outstanding Checks	\$0.00
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Reconciled Ending Balance as of <a href="#">mm/dd/yyyy</a>	\$0.00
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<b>Finance Collection Summary</b>				
<b>Lajna Chapter Name: XXX</b>				
Total Tajnid: <b>XXX</b>	Nasirat: <b>XXX</b>		Report Term: <b>1</b>  Date of report: <b>XXX</b>	
Earning Lajna: <b>XXX</b>	Nasirat Paid: <b>XXX</b>			
Earning Lajna Paid: <b>XXX</b>	Students: <b>XXX</b>			
Earning Lajna Paid 1%: <b>XXX</b>	Students Paid: <b>XXX</b>			
Non-Earning Lajna: <b>XXX</b>	Seniors: <b>XXX</b>			
Non-Earning Lajna Paid: <b>XXX</b>	Seniors Paid: <b>XXX</b>			
Collections	Total Amount Collected		National & Markaz Share	Comments
<b>Membership Dues:</b>				
Lajna Membership Dues (earning)	\$0.00			
Lajna Membership Dues (non-earning)	\$0.00			
Nasirat Membership Dues	\$0.00			
<b>Total Membership Dues</b>	<b>\$0.00</b>			
National Lajna Share (75% of total membership dues)			\$0.00	
<b>Ijtima Dues:</b>				
Lajna Ijtima Dues (earning & non-earning)	\$0.00			
Nasirat Ijtima Dues	\$0.00			
<b>Total Ijtima Dues</b>	<b>\$0.00</b>			
National Lajna Share (75% of total Ijtima dues)			\$0.00	
<b>Total KK/Need Based Collections (100% due to National)</b>			<b>\$0.00</b>	
<b>Other Collections:</b>				
Local Fund Collection (100% retained by local)	\$0.00			
National Fund Collections: (100% to be sent to national)			Indicate already PAID or UNPAID:	please explain:
1) KK / Children's Eid Gift Fund	\$0.00	UNPAID	\$0.00	
2) Lajna Hall	\$0.00	UNPAID	\$0.00	
3) Khadija Scholarship Fund	\$0.00	UNPAID	\$0.00	
4) African Village Fund	\$0.00	UNPAID	\$0.00	
5) Bilal Fund	\$0.00	UNPAID	\$0.00	
6) Bait-ul-Futuh Fund	\$0.00	UNPAID	\$0.00	
7) Chicago Library Fund	\$0.00	UNPAID	\$0.00	
<b>8) Publications (please specify below):</b>				<b>*Please enter Publications amounts manually</b>
- Lajna Taleem/Tarbiyyat Workbooks	\$0.00	UNPAID	\$0.00	
- Nasirat Workbooks	\$0.00	UNPAID	\$0.00	
- Aycsha Magazines	\$0.00	UNPAID	\$0.00	
- Other	\$0.00	UNPAID	\$0.00	
<b>Total Other Collection</b>	<b>\$0.00</b>			
<b>Total Income as of (mm/dd/yyyy)</b>	<b>\$0.00</b>			
<b>Total Amount Due to National</b>			<b>\$0.00</b>	
Local Balance from Previous Report			\$0.00	
Local Income from This Report			\$0.00	
Local Expenses Incurred from This Report			\$0.00	(please explain)
<b>Gross Total Income as of (mm/dd/yyyy)</b>			<b>\$0.00</b>	
<b>Total Balance left On Hand:</b>			<b>\$0.00</b>	
<b>National Payment Details</b>				
Amount	\$0.00			
Check No.	xxx			
Check Date	mm/dd/yyyy			
Local Finance Sec. Phone# email address		Local President Phone# email address		





**LAJNA LOCAL INCOME & EXPENSE BUDGET**

Name of Lajna: XXX, Chapter # XXX	Budget (Current Fiscal Year)	Actual (Previous Fiscal Year)	Comments
<b>Tajnid: xx # Active: xx # Inactive: xx</b>			
Lajna : xx			
Nasirat: xx			
<b><u>BANK BALANCE</u></b>			
Per Bank Statement EOY 2018-2019 (Sept. 30, 2019)	<b>\$0.00</b>		
<b><u>INCOME</u></b>			
<b><u>Membership Dues:</u></b>			
Lajna Earning	\$0.00	\$0.00	
Lajna Non Earning	\$0.00	\$0.00	
Nasirat	\$0.00	\$0.00	
<b>Total Membership Collection</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b><u>Ijtema Dues:</u></b>			
Lajna	\$0.00	\$0.00	
Nasirat	\$0.00	\$0.00	
<b>Total Ijtema Collection</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b><u>Other Income:</u></b>			
Local Fundraising/Handicrafts (100% retained by local)	\$0.00	\$0.00	
Ayesha Magazine/books/CDs etc (100% due to National)	\$0.00	\$0.00	
Eid Fund (100% due to National)	\$0.00	\$0.00	
Sadqa/Khidmate Khalq (100% due to National)	\$0.00	\$0.00	
Misc/Other (100% due to National)	\$0.00	\$0.00	Please provide details:
<b>Total Other Income Collection</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>TOTAL GROSS INCOME (includes bank bal.)</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b><u>National Dues:</u></b>			
Membership and Ijtema Dues (75%)	\$0.00	\$0.00	
All other Incomes (100%)	\$0.00	\$0.00	
<b>TOTAL NATIONAL DUES</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Local Fundraising Collection - 100% to Local	\$0.00	\$0.00	
<b>TOTAL FUNDS AVAILABLE TO LOCAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b><u>Expense Categories</u></b>			
Equipment	\$0.00	\$0.00	
Khidmat-e-Khalq Activities	\$0.00	\$0.00	
Local Camps/Fun Day	\$0.00	\$0.00	
Local Ijtema	\$0.00	\$0.00	
Misc./Other	\$0.00	\$0.00	
Nasirat Activities	\$0.00	\$0.00	
Prizes/Trophies	\$0.00	\$0.00	
Publications	\$0.00	\$0.00	
Stationary/Supplies	\$0.00	\$0.00	
Tabligh Events	\$0.00	\$0.00	
Taleem	\$0.00	\$0.00	
Tarbiyat	\$0.00	\$0.00	
Tel./Fax/Xeroxing/Postage	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	
<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b><u>NET SURPLUS/(DEFICIT)</u></b> (denotes total funds available to local less total local expenses)	<b>\$0.00</b>	<b>\$0.00</b>	

Name of Local Lajna Sadr:

Signature:

Local Finance Secretary:

Signature:

**LAJNA IMAILLAH - USA  
EARNING MEMBERS ANNUAL PLEDGE FORM**

**LAJNA BRANCH:** \_\_\_\_\_

**TOTAL # OF EARNING MEMBERS:** \_\_\_\_\_

**For Fiscal Year:** \_\_\_\_\_

#	Member Code	Last Name	First Name	Annual 1% Pledge	Comments
1					
2					
3					
4					
5					
6					
7					
		<b>TOTAL</b>			

Name of President: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone No: \_\_\_\_\_

**EXAMPLE:** If a member is earning \$1000.00 a month (i.e. \$12,000.00 per year), then she should pay Chanda Lajna as: **1% of \$1000.00 = \$10.00/ month = \$120.00/year**



Children's KK / Eid Gift Fund

"FROM OUR CHILDREN TO YOUR CHILDREN"

Lajna Branch: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

	Name	Age		Other	Amount
		Nasirat	Tifl	Lajna/Khadim	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
TOTAL					

(Please make additional copies as needed)

Local Lajna Sadr: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

# Nasirat-ul-Ahmadiyya

National Program 2025-2027



Nasiratul Ahmadiyya USA

**Theme:**

**Jihad – Striving for High Moral Values**

أَتْلُ مَا أُوْحِيَ إِلَيْكَ مِنَ الْكِتَابِ وَأَقِمِ الصَّلَاةَ ۖ إِنَّ الصَّلَاةَ تَنْهَى عَنِ  
الْفَحْشَاءِ وَالْمُنْكَرِ ۖ وَلَذِكْرُ اللَّهِ أَكْبَرُ ۗ وَاللَّهُ يَعْلَمُ مَا تَصْنَعُونَ ﴿٣٦﴾

Recite that which has been revealed to thee of the Book and observe Prayer. Surely, Prayer restrains *one* from indecency and manifest evil, and remembrance of Allah indeed is the greatest *virtue*. And Allah knows what you do.

Surah Al- 'Ankabut, Chapter 29, Verse 46

## NASIRAT PLEDGE

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

“ASH-HADU ALLA ILAHA ILLALLAHU WAHDAHU LA SHARIKA LAHU WA ASH-HADO ANNA  
MUHAMMADAN ABDUHU WA RASULUHU”

*I bear witness that there is none worthy of worship except Allah. He is One and has no partner.  
And I bear witness that Muhammad (saw) is His servant and His messenger.*

**I solemnly promise that I shall always keep myself ready to serve my faith, my nation and  
my country. I shall always adhere to truth and shall always be prepared to make every  
sacrifice for the perpetuation of the Ahmadiyya Khilafat, In-Sha'Allah.**

## NASIRATUL AHMADIYYA

Nasiratul Ahmadiyya is an auxiliary organisation of Lajna Ima'illah. Wherever there are three or more Nasirat in a Majlis, the organisation of Nasiratul Ahmadiyya shall be established by Sadr Majlis and a Secretary Nasirat shall be appointed. The real responsibility of making the Nasirat active is upon the Sadr Majlis. She should closely monitor the Nasirat department and provide constant guidance to them.

### PURPOSE

The Nasirat program is designed to provide girls ages 7 to 15 with comprehensive guidelines on how to know our Living God and Creator, understand how to worship Him, how to develop certainty of faith and how to be the helpers of Allah. This will be done through various activities that promote learning and improvement in religious knowledge while simultaneously allowing for the growth of personal and social skills.

### AGE GROUPS

Huzoor Anwar (aba) has graciously provided guidance regarding the age groups of Nasirat, clarifying that girls up to the age of 15 years are also included in Grade 1 of Nasirat. The Nasirat shall be divided into three grades:

1. Grade III: Ages 7, 8, and 9 years
2. Grade II: Ages 10, 11, and 12 years
3. Grade I: Ages 13, 14, and 15 years

On April 2021, National Sadr Sahiba received further guideline on Rule 6 a) Every Ahmadi woman above the age of 15 years shall be a member of Lajna Ima'illah; b) Ahmadi girl between the age of 7 and 15 shall be a member of Nasirat-ul-Ahmadiyya. Nasirat who completed 15 years of age during the period of 1st of October to 31st of December shall join Lajna Ima'illah on the date she turns 16; however, those Nasirat who turned 16 after 1st of January onward shall join Lajna Ima'illah in October of that year. Girls in this category shall continue as a member of Nasirat-ul-Ahmadiyya until October of that year.

### TRANSITION INTO LAJNA IMA'ILLAH

Girls turning 16 from **October to December** transition to Lajna on their **16th birthday**. Girls turning 16 from **January to September** transition to Lajna in **October of that year**.

### ANNUAL AGE GROUP LOCK IN RULE

Each Nasirah will remain in the age group she qualifies for at the start of the new Lajna year (October 1). This assigned age group will remain in effect for all competitions/activities throughout that Lajna year—local, regional, and national—even if she changes age groups during the year. For example, if a Nasirah is 12 years old on October 1, she will be placed in Grade II for the full year. If she turns 13 in March, she will **not** move to Grade I until the next Lajna year begins in October.

### NASIRAT MEETINGS

Nasirat meetings should be planned in advance, with the agenda shared with all members ahead of time. Tasks and presenters should also be assigned beforehand to ensure everyone has adequate time to prepare for the class.

Tilawat and Commentary	5 mins.	Assign verses ahead of time and ensure the English translation and commentary are read and shared with the Nasirat.
Hadith	5 mins.	Assign a Hadith and if possible, relate it to the program or theme of the class
Pledge	5 mins.	Teach girls to cover their heads, stand straight, and recite after the Secretary. Nasirat should memorize their pledge.
Nazam (Poem)	5 mins.	Assign a Nazam (poem) and if possible, relate it to the program or theme of the class
Friday Sermon	15 mins.	Nasirat should bring their own Friday Sermon points or use the week's Nasirat Tarbiyyat sermon questions posted on website. The secretary should also have her own points to cover and share with the class. If this cannot be conducted during Nasirat class, then there needs to be an alternative time arranged.
Departmental Syllabus	30 mins.	Taleem & Tarbiyyat Department must be covered at the first meeting of the month. Other departmental material can be covered in the additional weeks.
Sehat-e-Jismani Syllabus	15 mins.	Material from the syllabus can be covered
Handicraft Syllabus	15 mins.	Material from the syllabus can be covered
Salat		Classes should be held according to the Salat timing.

## HOW TO CONDUCT A NASIRAT CLASS

1. Plan Ahead: Announce all class dates for the month before it begins, so Nasirat can plan their schedules.
2. Boost Attendance:
  - Nasirat Secretaries should always take attendance for every class
  - Form a Nasirat Amila and assign tasks for the next class. Follow up with those who missed class.
3. Be Early: Arrive 15 minutes early and ensure Nasirats are punctual. Use the Nasirat General Secretary's help to call those late or absent.
4. Be Prepared:
  - Bring your syllabus, notebook, writing tools, and any necessary supplies. Ask Nasirat to bring theirs as well.
  - Nasirat Amila, should be delegated tasks around their department so they can assist/lead classes.
5. Etiquettes: Ensure Nasirat follows proper class etiquette:
  - Greetings with Salam, Zikr, Darood, Purdah, Ablution, when reading Holy Quran do's and don'ts, attentive listening, no talking, staying focused
  - Nasirat should raise their hands before speaking/asking questions
  - Nasirat should not bring electronic devices or use cellphones during class unless instructed by Nasirat Secretary

## FIRST CLASS OF THE MONTH

Nasirat Secretaries should give a Tarbiyyat Tracker to all Nasirat and ensure they fill it out daily, these trackers will be collected at the end of the month and Secretaries should report that information in the National Nasirat Report.

- a. Tracker will include information such as: Did you read your five daily prayers, recite the Holy Qur'an, watch Friday Sermon, watch MTA, helping the elderly, saying salam, smiling at others, giving chanda at a timely manner.
- b. Nasirat Secretaries should gently remind Nasirat to keep up with trackers as much as possible and promote good habits.

## BI-ANNUAL NASIRAT EXAMS

Midterm and Final exams will be held in collaboration with the National Tahir Academy. Midterm exams will take place in December and Final exams will be held in June. Study guides will always be provided ahead of time to ensure adequate preparation.

## GUIDANCE ON NASIRAT WHO LIVE FAR FROM MOSQUE

For those Nasirat that live two hours or greater from the Mosque and cannot attend in person Nasirat classes, may be allowed to join by Zoom with **approval** from the National Nasirat Secretary. The link to this meeting should only be shared with the Nasirat that have already been given permission to join the zoom meetings.

## OBJECTIVES FOR NASIRAT SECRETARIES

Nasirat Secretaries should hold a class on the first weekend of the month. Each week, Tahir Academy allotted 40 minutes for Nasirat Auxillary to hold a class. If Nasirat Secretaries cannot attend Tahir Academy classes, then they should appoint a Lajna member to cover the class for them that week and provide material for them to cover. It is the Nasirat Secretary's job to do the following:

- Nasirat secretaries should engage and work collaboratively with Tahir Academy to ensure that Nasirat are attending and learning the Taleem and Tarbiyyat syllabus from Tahir Academy.
- Nasirat secretaries should collect monthly reports from Tahir Academy coordinators to evaluate if Nasirat are meeting the learning expectations and if assistance is necessary.
- Create a local Nasirat Amila (as advised in the Lajna constitution)
- Involve the Nasirat Amila and get help and ideas from them.
  - Nasirat Amila should function similarly to Lajna Amila.
  - The Taleem and Tarbiyyat secretaries can offer suggestions and ideas for the Nasirat Secretary to communicate to the National Nasirat Secretary. They can also be assistants during class if necessary.
  - Nasirat Tabligh can be based on Lajna Tabligh.
- PowerPoint presentations are available online on the Lajna Website under Nasirat that can be used to teach Nasirat about various topics such as Masih Maud Day as, Musleh Maud Day ra, etc.
- Have an updated list of all the Nasirat in your majlis with all their contact details. The Tajnid Secretary should help with this.
- Create a contact group in your official email account with all the Nasirat email and mother's email addresses. Also create a Google form that your General Secretary can send out to all Lajna.

- Create a “Signal group” (including both Nasirat and their mothers) for quick communication. This is used for reminders only. No discussions. Contact the Nasirat Secretary directly to discuss concerns, questions, etc.
- Engage the Nasirat with interactive learning methods:
  - Use engaging tools such as presentations, worksheets, activities,
  - MTA, workshops, posters, arts & crafts, field trips, and exercises.

#### TALEEM SYLLABUS

QUARTER	Month 1	Month 2	Month 3
<b>Quarter 1</b> (April, May, June) 2025	Introduction to Jihad. Striving to achieve high morals	Jihad (Ahadith) Types (Akbar and Asghar)	High morals of Holy Prophet (saw)
<b>Quarter 2</b> (July, August, Sept.) 2025	Kaana Khuluqohul Qur'an	The Holy Prophet's (pbuh) Patience and Steadfastness	Holy Prophet's (pbuh) Forgiveness or Anger Management
<b>Quarter 3</b> (Oct., Nov., Dec.) 2025	How to obtain Libaas-e-Taqwah and its meaning	How to achieve high morals through the company of the righteous	The importance of making good friends: A man is known by the company he keeps.
<b>Quarter 4</b> (Jan., Feb., March) 2026	Great reward for small morals	Show Kindness to Parents	How to give precedence to faith over world
<b>Quarter 5</b> (Apr., May, June) 2026	How can we prevent ourselves from becoming arrogant?	Morals of an Ahmadi Muslim Nasira	How can I do Tabligh with High morals
<b>Quarter 6</b> (July, Aug., Sep.) 2026	Read book “The Philosophy of teachings of Islam”	What is Nafse Ammara	What are Nafse Lawamah and Mutmainah
<b>Quarter 7</b> (Oct., Nov., Dec.) 2026	Read book “The Philosophy of teachings of Islam”	Read book “The Philosophy of teachings of Islam”	Read book “The Philosophy of teachings of Islam”
<b>Quarter 8</b> (Jan., Feb, March) 2027	Read book “The Philosophy of teachings of Islam”	Read book “The Philosophy of teachings of Islam”	Read book “The Philosophy of teachings of Islam”

**TARBIYYAT** quarterly lessons on Lajna Website, Nasirat section. Sample in appendix.

#### KHIDMAT-E-KHALQ PROGRAM

##### Community Service

1. Visiting the Elderly: Spending time at elderly care homes or assisting elderly community members
2. Recycling Campaigns: Promoting environmental awareness by encouraging recycling and waste management

##### Educational Activities

1. Teaching Programs: Assisting younger children with reading, writing, or homework help
2. Workshops: Organizing or attending workshops on personal development, hygiene, or first aid
3. Book Donations: Collecting books and donating them to schools, libraries, or underprivileged communities/shelters

##### Health Awareness Campaigns

1. Distributing informative pamphlets or
2. Hosting sessions on hygiene, vaccinations, and preventative care

##### Interfaith and Outreach

1. Spreading Messages of Peace: Distributing literature promoting peace, unity, and understanding (Use Jamaat or Lajna approved literature at approved events)

2. Serving During Community Events: Offering voluntary help during events such as interfaith dialogues or charity bazaars

#### Acts of Kindness

1. Gifts for Orphans: Preparing gift boxes for orphans or underprivileged children (Children in Shelters)
2. Cards for Elderly: Nasirat could make note cards for elderly monthly. This would let them know that they are loved and appreciated. Each month can have a different theme such as: Love, Gratitude, Hope. We could also ask Nasirat to add small prayers or Quranic verses that offer peace and comfort. Nasirats can also include a small item, such as a flower or bookmark.

#### Buddy System

1. Older Nasirat can create a buddy system where they can teach the younger Nasirat good manners and Islamic Teachings.
2. They can teach each other how to read the Holy Qur'an, Namaz, assist with secular work or anything that may foster bonds between the Nasirat.

#### SIHAT-E-JISMANI SUGGESTIONS

1. Include 5 minutes of physical activity (jogging, jumping jacks) in class. Optionally offer small rewards or treats at the end
2. Conduct an online fitness program on Local level (weekly/monthly); play workout videos and have Nasirat follow along
3. Regions hold a yearly "Sports Day" - like Ijtema, but only sports, physical activities and Meena Bazaar
4. Hold a (Quarterly/Bi-Annually) mental health session over zoom with a professional psychologist from within the Lajna, email National Secretary Sihat-e-Jismani (anonymous Q/A and discussing issues Nasirat are dealing with and facing in school

#### SIHAT-E-JISMANI SYLLABUS

QUARTER	Month 1	Month 2	Month 3
<b>Quarter 1</b> (Apr., May, Jun.) 2025	<b>Importance of Physical Health (presentation):</b> The importance of Physical Health	<b>Importance of Physical Health (presentation):</b> Physical fitness through building healthy habits	<b>Importance of Physical Health (presentation with video):</b> Our organs and their functions
<b>Quarter 2</b> (Jul., Aug., Sept.) 2025	<b>Physical Fitness and Spirituality:</b> Salat movements and their physical benefits	<b>Physical Fitness and Spirituality:</b> Examples from the life of the Holy Prophet(pbuh) and the Promised Messiah(as)	<b>Physical Fitness and Spirituality:</b> Benefits of Fasting
<b>Quarter 3</b> (Oct., Nov., Dec.) 2025	<b>Finding the right physical activity for yourself:</b> <i>-different types of sports or workouts-</i>	<b>Finding the right physical activity for yourself:</b> <i>-different types of sports or workouts-</i>	<b>Finding the right physical activity for yourself:</b> <i>-different types of sports or workouts-</i>
<b>Quarter 4</b> (Jan., Feb., Mar.) 2026	<b>Nutrition:</b> Islam Teaches Balance	<b>Nutrition:</b> Understanding Benefits of Different Foods	<b>Nutrition:</b> Healthy food Ideas/Recipes
<b>Quarter 5</b> (Apr., May, Jun.) 2026	<b>Hygiene:</b> Importance of Hygiene	<b>Hygiene:</b> Relationship of Body and Mind	<b>Hygiene:</b> Wudu and its (physical) Benefits
<b>Quarter 6</b> (Jul., Aug., Sep.) 2026	<b>Mental Health:</b> Why talk about mental health? (Importance of mental health)	<b>Mental Health:</b> Thankfulness as tool for Mental Wellbeing	<b>Mental Health:</b> Modesty and Self-Confidence
<b>Quarter 7</b> (Oct., Nov., Dec.) 2026	<b>Mental Health &amp; Self Image:</b> Social Media vs Reality/ Unrealistic Beauty Standards	<b>Mental Health &amp; Self Image:</b> How to Balance American vs Muslim identity	<b>Mental Health &amp; Self Image:</b> Importance of Surrounding Yourself with the Right People
<b>Quarter 8</b> (Jan., Feb, Mar.) 2027	<b>Safety and First Aid Basics - Part 1</b>	<b>Safety and First Aid Basics - Part 2</b>	<b>Mental and Emotional Wellness</b>

## MONTHLY NASIRAT REPORTING GUIDELINES

**Monthly Departmental Reports** are due by the **5th of each month**, covering the previous month's activities.

Reports must be submitted online at [www.lajnausa.net](http://www.lajnausa.net) under the "Amila Links" tab.

- Email the National Nasirat Secretary at [nasiratreports@lajnausa.net](mailto:nasiratreports@lajnausa.net) if you need assistance logging in or for any questions.

### National Nasirat Survey:

- All Nasirat should complete the **National Survey** shared between the **1st and 10th** of each month.
- Responses are anonymous and are compiled for sharing with **Markaz for beloved Huzoor aba review**.

### Important Note for Nasirat Secretaries:

- The **departmental report** should reflect **group activities** organized by your local majlis or jama'at—not individual Nasirat participation.
- Only include events or efforts held collectively at the local level.

## SPECIAL ACTIVITY

Local Nasirat Secretaries may use a designated Google Form to report any special activities or events held at the local level. This is an opportunity to share unique programs, initiatives, or highlights with the National Nasirat Team. Feel free to submit anything you'd like to showcase or document beyond the regular monthly report!

**Link to form:** <https://forms.gle/3o4Tk5CWghusNexG8>

## PREPARING NASIRAT FOR INTEGRATION INTO LAJNA

When a Nasirat turns 16 and transitions into Lajna Ima'illah at the start of the new Lajna year on October 1st, she becomes a member of Lajna Ima'illah. This transition can sometimes feel overwhelming and isolating, as she moves from a structured Nasirat class format to the more open setting of Lajna meetings. Such changes can deter her from actively participating in Lajna Ima'illah. To ensure a smooth and welcoming transition for these new members, please implement the following guidelines:

### 1. Appointing a Nasirat Secretary

Select a Nasirat Secretary who possesses strong religious knowledge, high moral values, and the ability to emotionally connect with the Nasirat. This individual will play a key role in assisting the Nasirat with their transition into Lajna.

### 2. Addressing Contemporary Issues

- Encourage the Lajna Tarbiyyat Secretary to address contemporary issues relevant to the new Lajna members.
- Develop a list of Frequently Asked Questions (FAQs) on topics such as *Purdah*, prom, parties, etc., and facilitate panel discussions or workshops on these topics during Nasirat classes.
- Encourage newly turned Lajna members to offer their opinion, ask questions, and give feedback. Balance the discussions among older and younger members.

### 3. Joint Meetings and Engagement

- Periodically invite Nasirat to Lajna meetings, especially when the topics may be of interest to them.
- Hold joint activities/workshops/presentations with Lajna and Nasirat i.e. Sihat-e-Jismani, Sanat-O-Dastakari, Tabligh, Ziafat, etc.
- Assign new Lajna members responsibilities such as reciting *Hadith* or *Tilawat* in Lajna meetings or at local events like *Seerat-un-Nabi*.

### 4. Recognizing Strengths and Interests

- Discuss with the graduating Nasirat their strengths and interests to identify areas where they can serve within Lajna.
- Assign them responsibilities as assistants in local departments, allowing them to contribute and develop a connection to *Nizam-e-Jamaat*.
- Rotate responsibilities across departments if necessary to broaden their understanding and engagement.

### 5. Graduation Package: Present a thoughtfully curated Nasirat Graduation Package, including:

- A welcome letter from the local *Sadr Lajna*, A brief history of Lajna Ima'illah, A copy of the Lajna constitution, A summary of *Nizam-e-Jamaat*
- Books such as *The Philosophy and Teachings of Islam, Pathway to Paradise, Our God, Daughters of Eve*, etc., and a headscarf. Include a specially created or decorated scarf by fellow Nasirat as a keepsake. Or any suitable item of your choice.

By adopting these measures, we can foster a welcoming environment and inspire the new members to actively participate in Lajna Ima'illah, ensuring their transition is smooth and enriching, In-Sha'Allah.

# SAN'AT-O-DASTAKARI

## (INDUSTRY AND HANDICRAFT)

According to the Lajna Constitution, the role of the San'at-O-Dastakari department is as follows:

*"The real objective of Hazrat Musleh Maud<sup>ra</sup> in establishing this department was to provide work for needy women so that they may improve their living standard. Hazrat Musleh Maud<sup>ra</sup> states: 'No one should remain idle. In our nation, no one should remain inactive. Everyone should do hard work, learn skills and, when the need arises, should not feel dependent upon others.'" (Lajna Constitution pg. 32)*

Thus the 2025-2027 program will follow the above guidelines from Hadhrat Musleh Maud<sup>ra</sup>.

### NATIONAL PROGRAM THEME

**Jihad: Striving to Achieve High Moral Values**

### PROGRAM GUIDELINES

The program will be on a quarterly basis. Guidelines are given for each quarter which will be implemented every year.

#### Quarter 1: April – May – June

- ❖ Local Handicraft Competition: Follow the same format as the National Handicraft Competition locally to showcase the talent of your members. Request members to submit to each of the categories for display during the Lajna meetings. Categories include:
  - Sewing
  - Crochet/Knitting
  - Embroidery
  - Paintings
  - Handicraft
- ❖ Have judges select the top three in each category to be submitted to the National Handicraft Competition at the Jalsa exhibition. (See competition guidelines at the end of this program).
- ❖ Collection of fundraising material for local and regional Ijtema and Jalsa Salana exhibition. Items donated for fundraising should be new and checked by the local Sadran before sending to Jalsa.

#### Quarter 2: July – August – September

- ❖ Hijab Design Competition:
  - To celebrate the 100th anniversary of Lajna Ima'illah and to encourage the observance of purdah, have each majalis create their own scarf designs for a Hijab Design Competition.
  - The winning designs can then be featured on the Lajna Cottage Industry website and if feasible, made available for all Lajna to purchase as a fundraising campaign.
- ❖ Burqa Design Lessons:
  - Learn different stitching techniques to make your own burqas
  - Learn small alterations to repurpose long dresses
- ❖ Encourage sewing, painting, and other talents: Showcase and sell at various lajna and community events.

#### Quarter 3: October – November – December

- ❖ Salat Apps/Lajna Website Training Session:
  - Hold a training session to teach Lajna how to use various Salat reminder and Salat learning apps to increase punctuality in their salat.
  - Give a Lajna Website walkthrough to promote members to know how to find resources from our website.
- ❖ Holy Quran Recitation Calendar:
  - Design a Holy Quran recitation calendar and remind Lajna to continue to use this calendar to keep track of whether they've recited Quran each day, and if so, how many verses or parts they have read so far.
  - Include the Arabic grammar rule charts from Taleem lessons in this calendar to encourage active Quran translation learning.

#### Quarter 4: January – February – March

- ❖ Widows/Divorcees Skills Database
  - Work with the Khidmat-e-Khalq department to identify widows or divorcees in your majalis and their skills and talents.

- Create a database of community resources in your area and have a team that will assist these Lajna with gaining educational or employment skills and help with contacting community resources.
- Include Lajna members in this team who have the ability to be sensitive to the needs of the divorcees and widowers, and who can also serve as a spiritual and psychological support.
- ❖ Help Promote Widow/Divorcee's Businesses
  - Encouraging members to submit their business on the Cottage Industry website and advertise their page to your local members.
  - Help those who are not as tech-savvy with creating the content to post on the website and guide them through the submission process and assist with any technical questions.

### GUIDELINES FOR LOCAL/REGIONAL FUNDRAISING

We recommend that items donated for local or regional fundraising should be clean, new, and in good condition. All Lajna members should remember the following verse of the Holy Qur'an:

*"O ye who believe! spend of the good things that you have earned, and of what We produce for you from the earth; and seek not what is bad to spend out of it when you would not take it yourselves except that you connive at it. And know that Allah is Self-Sufficient, Praiseworthy."* (Surah Al.Baqarah, verse 268)

Some examples of products that can be donated for local/regional fundraising are the following:

- ❖ Clothing (e.g., burqas, coats, dresses, shalwar kameez, children's clothing, etc)
- ❖ Jewelry
- ❖ Shoes
- ❖ Home goods (e.g., tablecloths, bedsheets, cushion covers, etc.)
- ❖ Artwork
- ❖ Baked goods for bake sale
- ❖ Food stalls (e.g., kabob, samosa, chaat, halwa puri, etc.)

### GUIDELINES FOR HANDICRAFT EXHIBITION AT JALSA SALANA

The following categories are given as suggestions for the competition:

- ❖ Sewing
- ❖ Crochet/Knitting
- ❖ Embroidery
- ❖ Paintings
- ❖ Handicraft

The criteria for judging competition items will be based on:

- ❖ First Impression
- ❖ Design and Style
- ❖ Color Combination
- ❖ Neatness and Finishing

Of the above categories, you can choose to make any or all of the items and then each majlis should select their best item for that category for the competition that is held during the Annual Jalsa. Only one item per category is allowed to be entered from a chapter. Local Secretaries should make sure that all competition items are submitted before noon on the Friday of Jalsa for them to be eligible for judging. The results of these competitions are available usually by Saturday. Later they are posted on the San'at-o-Dastkari page online and published in the next quarterly Lajna Matters.

Either email or bring a list of items that have been submitted for donations and competition. **Local Sadrs must inspect all donations and competition items before sending them for Jalsa.** Make sure that at Jalsa Salana you deliver your packages to a volunteer with a 'Naiba' badge and not just any Volunteer. You will log your items for our records to make sure that the donations were inspected and received. Please mark all submissions for competition with a tag clearly stating the category, item's description, chapter's name, and state e.g.

Category Sewing  
Item Burqa  
Chapter Maryland

**CONTACT: Samina Noor**  
**National Secretary Sanat-O-Dastkari,**  
**sanatodastakari@lajnausa.net**

# TABLIGH (PREACHING)

أَدْعُ إِلَى سَبِيلِ رَبِّكَ بِالْحِكْمَةِ وَالْمَوْعِظَةِ الْحَسَنَةِ وَجَادِلْهُمْ بِالَّتِي هِيَ أَحْسَنُ إِنَّ رَبَّكَ بِمَا أَعْلَمُ بِمَنْ ضَلَّ عَنْ سَبِيلِهِ وَبِمَا أَعْلَمُ بِالْمُهْتَدِينَ (١٢٦)

*“Call unto the way of thy Lord with wisdom and goodly exhortation and argue with them in a way that is best. Surely, thy Lord knows best who has strayed from His way; and He knows those who are rightly guided.” —Holy Quran (Ch 16 V 126)*

In an episode of This Week with Huzoor from 10/18/2024, Huzoor (aba) explains the importance of using our knowledge (Hikmah) and focusing our tabligh efforts on those people who are interested in religion. Firstly, by modeling good behavior which is consistent and genuine, and then building a friendship with them. Invite them to meetings and functions and welcome them with refreshments. By observing your example, people’s attention will be drawn towards you and a curiosity will develop to learn about your faith values. Resource: <https://alisl.am/e33706>

## TABLIGH GOALS

- Aim to conduct Tabligh activities consistently at the same location (example: libraries/community centers) to establish a continuity of tabligh contacts. This will InshaAllah invigorate greater interest in Islam.
- Promote tabligh enthusiasm in all Lajna members and build their confidence.
- Increase knowledge for tabligh via ‘Booster workshops/tabligh refresher courses’, mini tutorials on FAQ’s and jeopardy.
- Familiarize Lajna members with websites and tabligh guidelines.
- Emphasize the Eighth Condition of Bait as a fundamental guideline to becoming a successful Dai’Illalah: “That he/she shall hold faith, the honor of faith and the cause of Islam dearer to him/her than his/her life, wealth, honor, children and all other dear ones.”
- Work with the Nasirat Secretary and Umoore Talibaat Secretary to introduce tabligh activities amongst Nasirat and young Lajna.
- Set tabligh Ba’ait target and pray.

## GUIDELINES FOR TABLIGH

Please refer to the Tabligh section of the Lajna Imaillah USA website for up-to-date Tabligh guidelines: <https://www.lajnausa.net/site/tabligh-preaching>

- Convey the message of Allah so it is most acceptable to the opponent, pray continually and enhance your knowledge with guidance from the Holy Qur’an. “Make religion easy for others to follow; do not make it difficult. Similarly, present religion in a pleasing manner; do not make it repulsive to others.” (Muslim)
- Never be disheartened by lack of response or feel abandoned and defeated in your tabligh efforts. “But if they turn away, we have not sent thee as a guardian over them. Thy duty is only to convey the message...” (42:49) “So keep on admonishing people. Surely, admonition is, indeed, profitable.” (87:10)
- The essence of tabligh is not to feel incapable due to lack of knowledge or experience. The best form of tabligh is to be a role model of a good human being according to Islamic teachings - guide people to Islam by reforming yourself first; instill the practice of regular Salat with a particular emphasis on congregational Salat and Tahajjud prayers, daily recitation of Holy Qur’an with translation, routine giving of Sadaqa, and spending as much time in Zikre-Ilahi and Istighfar as possible.
- Impress tabligh contacts by being humble, honest and empathetic. “A believer should use proper etiquette in tabligh. Being harsh when leniency is called for is unwise, similarly, sometimes only harshness can prevail, being lenient at that time is wrong...The Holy Prophet (saw) also received a similar command. There should be leniency and affection among the believers.” —Hadhrat Mirza Ghulam Ahmad (as).
- Aim to establish friendship and mutual understanding and respect each other’s beliefs prior to focused tabligh discussions, as Islam teaches respect for all human beings and abandons inequality or injustice. “To select a few friends during a year, to treat them with special love and affection, to explain to them slowly and gradually why you are different from others, and to let them take interest in your person, and then convert personal interest into an interest in Jamaat...is not difficult at all. Once you have the initiative and pray for it, you will also learn to do it.” (Hadhrat Khalifatul Masih IV-Friday Sermon 11/06/1987)
- Observe Purdah and be prepared to answer questions about modesty and the spiritual benefits of wearing the Hijab.
- It is crucial that women should NOT engage in one-on-one tabligh discussions with men, even if they are

observing purdah – they can guide the men to contact the local missionary or jamaat tabligh secretary.

- Avoid controversy particularly when initially conducting tabligh discussions; focus on commonalities amongst yourselves and the opponents.

**“A DA’ILLALLAH IS HE WHO IS STEADFAST ALL HIS LIFE. ONCE HE MAKES UP HIS MIND, HE STAYS WITH HIS PROMISE TILL HIS LAST BREATH” (FRIDAY SERMON MARCH 11, 1983)**

## TABLIGH ACTIVITIES FOR 2025-2027

Planning events can take up to 3 months. Therefore, choose one or combination activity per quarter and plan accordingly.

### Quarter 1 April-May-June 2025

**Theme:** Rights of Women in Islam

**Activities:**

1. Hold a seminar on Women’s rights in Islam.
2. Discussion in your local library on Pioneer women in Islam and their rights.
  - a. Resource: Pioneer Women in Islam.  
<https://docs.google.com/presentation/d/1Z8yEjKWWhbWq6GgGuEBZRaHfhSCJGpfP0/edit?usp=sharing&oid=118098214341442720562&rtpof=true&sd=true>
  - b. Resource: Islam and Women’s Rights- <https://alisl.am/e13519>

### Quarter 2 July-August-September 2025

**Theme:** Establishing friendships as a building block for Tabligh: International Day of Friendship

**Activities:**

1. Invite your friends for Mosque tours.
  - a. Inform your local missionaries and ensure guests are escorted throughout the tour.
  - b. Share the etiquettes of visiting a Mosque.
2. Organize a friendship potluck community bonding through good friendships.
3. Discussion in library:
  - a. Virtues of a good friend and how they align with Islamic teachings.
  - b. Resource: March 2, 2018, Friday Sermon- <https://alisl.am/e13519>

### Quarter 3 October-November-December 2025

**Theme:** Introducing the Promised Messiah (as) to the community.

**Activities:**

1. Set up a lajna book stall at an annual book festival event.
2. Refer to the Tabligh guidelines for lajna book stalls.
3. Hold an exhibition in your local libraries or schools.  
\*Reflect on your tabligh efforts thus far and hold a booster workshop with your Daeen team\*

### Quarter 4 January-February-March 2026

**Theme:** Reflecting on Modesty, Forbearance and Equity

**Activities:**

1. Interfaith Event on ‘Hijab - A Veil of Dignity’: World Hijab Day Feb 1st
  - a. Elaborate the fundamental Islamic teachings of modesty - a means of strengthening the dignity and respect of women in society and reducing moral corruption.
  - b. Resource: “Flowers for the women with veils”- <https://alisl.am/e33347>
2. February Black History Month: Hold a discussion forum on Black American women and the impact they have made in human rights. Connect their efforts and bravery to that of the Ahmadi pioneer women.  
Resource: <https://www.alhakam.org/the-untold-story-of-black-muslims-african-american-ahmadi-women-of-the-sewing-circle/>
3. Host an interfaith iftaar dinner at your Mosque and highlight the concept of sacrifice and almsgiving in Ramadhan.  
Resources:
  - i. <https://alisl.am/e5837>
  - ii. <https://ahmadiyyamalta.org/2017/06/01/ramadan-a-muslim-month-of-fasting-sacrifice-prayers-and-self-purification/>

### Quarter 5 April-May-June 2026

**Theme:** Role of Parents for the Coming Generation: Global Day of Parents

**Activities:**

1. In your library discussion group, focus on the role of parents, especially in today's society.
2. Hold a Chai and Chat event with your neighbors and friends.
  - a. Highlight the evolving struggles with social media.
  - b. Refer to taleem/tarbiyyat syllabus
  - c. Resource: <https://lightofislam.in/how-to-manage-childrens-screen-time-and-social-media-use/>

### Quarter 6 July-August-September 2026

**Theme:** Love For All Hatred For None: International Day of Peace

**Activities:**

1. Book a meeting room in your local library and hold a discussion group following the theme of the quarter and display posters. Focus on the concept of unity and sisterhood in Islam:
  - a. Involve older nasirat and Umoore Talibaat.
  - b. Resource: **"The Imprint of God's Unity is present in Every Aspect of Nature"** Malfuzat Vol. 1 of the Promised Messiah(as), English Translation pg 62-63.
2. Invite guests to Jalsa Salana
3. Organize a Peace Symposium and bring together non-Ahmadi contacts, particularly Muslims from different sects, and address them with presentations on the Advent of the Promised Messiah (as) and the Blessings of Khilafat.
  - a. Resource: <https://www.alhakam.org/advent-of-the-promised-messiah/>
  - b. Resource: <https://www.youtube.com/watch?v=1C2nDh0li28>

### Quarter 7 October-November-December 2026

**Theme:** Gratitude to God, our Creator

**Activities:**

1. Connect with your local interfaith community/network to organize an interfaith gratitude event i.e. Thanksgiving Holiday.
2. Send your neighbors, colleagues and tabligh contacts gratitude cards and gifts: a form of silent tabligh
3. Conduct an open-discussion at your local library on 'Gratitude'- share the Islamic perspective of Gratefulness to Allah as well as His Creation.  
Resource: Review of Religion-  
<https://www.reviewofreligions.org/40759/muslims-in-america-love-thanksgiving-heres-why/#:~:text=And%20members%20of%20the%20Ahmadiyya,religious%20freedom%20and%20to%20vote.>  
**\*Reflect on your tabligh efforts thus far and hold a booster workshop with your Daeen team\***

### Quarter 8 January-February-March 2027

**Theme:** Women Empowerment: International Women's Day

**Activities:**

1. Invite different faith representatives to discussion groups in local libraries:  
Enhancing awareness of modesty and identifying 'The Beautiful Concept of The Hijab'- \*World Hijab Day on Feb 1st\*
  - a. Resource: "Flowers for the women with veils"- <https://alisl.am/e33347>
  - b. Resource: <https://www.reviewofreligions.org/42581/lajna-imaillah-beyond-its-time-in-empowering-women/>
2. Black History Month: Shine light on the sacrifices and the journey of the pioneer women both Ahmadi and non-Ahmadi
3. Hold an interfaith mosque event and Chai and Chat neighborhood gatherings.
4. Display posters on history of Modesty in other Faiths and Islamic concepts of practicing modest behaviour for both men and women.
5. Host an interfaith iftaar dinner at your Mosque and highlight the physical and spiritual benefits of fasting. Resource: Benefits of fasting for one's spiritual and physical health <https://www.alhakam.org/benefits-of-fasting-spiritual-and-physical-health/>

## SPREADING THE MESSAGE OF TRUE ISLAM VIA RADIO SHOWS

Encourage Lajna majalis to organize and start a **Regional Radio Show** under the 'Voice of Islam Radio Show.'  
Contact the National Tabligh Secretary and team for instructions and training.

## Frequently Asked Questions (FAQS):

1. What do Muslims believe?
2. What is Jihad?
3. What is the concept of veil (Hijab) in Islam?
4. What is the Islamic concept of equality between men and women?
5. What is the meaning of segregation? Does Islam not allow free mixing and socializing between men and women?
6. What is the difference between Ahmadi Muslims and other Muslims?
7. Does the Qur'an sanction violence?
8. What is the Islamic belief regarding Jesus Christ? Was he the son of God?
9. What is Islam's response to terrorism?

## FAQs by Atheists:

1. If God is compassionate, then why is there suffering in the world?
2. How do you prove the existence of God- include Islamic & scientific evidence
3. How do you prove the concept of the 'hereafter'?

## Resourceful websites:

1. [www.AIslam.org](http://www.AIslam.org)
2. [www.khalifaofislam.com](http://www.khalifaofislam.com)
3. [www.muhammadfactcheck.org](http://www.muhammadfactcheck.org)
4. [www.askIslam.org](http://www.askIslam.org)
5. [www.whyAhmadi.org](http://www.whyAhmadi.org)
6. [www.reviewofreligions.org](http://www.reviewofreligions.org)
7. [www.loveforallhatredfornone.org](http://www.loveforallhatredfornone.org)
8. [www.mta.tv](http://www.mta.tv)
9. <https://www.trueislam.com/home/>
10. [www.muslimsForpeace.org](http://www.muslimsForpeace.org)
11. [www.lajnausa.net](http://www.lajnausa.net)
12. [www.ahmadipedia.org](http://www.ahmadipedia.org)

## Useful Apps:

1. Holy Quran App
2. Muhammad Fact check
3. Mobile Friday Sermons
4. Ask Ahmadiyyat
5. Review of Religions
6. The Ten Conditions of Bai'at
7. FaithPro

## SOME BEAUTIFUL PRAYERS AND VALUABLE GUIDELINES

*"Surely, success does come to the believers, who are humble in their prayers." (Ch 23 V 2-3).*

*"...My Lord, open up for me my breast and ease for me my task and loose the knot of my tongue, that they may understand my speech." (Ch 20 V 29)*

*"My Dear Lord! Every particle of my being is sacrificed for You; TURN the reins of the world toward me. O' my Almighty God TURN these hearts for me YOURSELF! For You are the Lord of the Worlds and the King of all Creation." (Barahin-e-Ahmadiyya part V published in 1908)*

*"Surely thou wilt not be able to guide all whom thou love; but Allah guides whomsoever He pleases..." (Ch 28 V 57).*

## **Instructions about the Preparation of the Budget**

The following points must be kept in view while preparing the annual budget:

### **ASSESSMENT OF INCOME BUDGET**

1. The task of Assessment (*Tashkhīs*) is of vital importance.
2. It is very important for all *Jamā'ats* to carry out individual assessment (*Tashkhīs*) of every member before making their budgets.
3. Every *Jamā'at* should be aware of the actual potential of each member in respect of *Chanda*. It should know which members are part of *Chanda* system and which are not.
4. Every earning member of the *Jamā'at*, whether a man or a woman, must be included in the budget according to their true income, with the exception of those who have been granted concession by *Hudūr* to pay at a Reduced rate.
5. The true income of persons who have been granted concession should be recorded, but their *Chanda* should be received according to **the approved concessional rate**.
6. Such remission in the rate shall not apply to *Hişşa Āmad* (*Chanda Waşīyyat*).
7. It must not happen that the names of all earning members are included in the budget, but their incomes are shown to be less than the actual.
8. Efforts should also be made to include the New *Aḥmadīs* in the different Schemes, as instructed by

# ISHA'AT (PUBLICATIONS)

## OUR GOAL

According to the Constitution of Lajna Ima'illah, the Isha'at Secretary has three major responsibilities. She shall:

- Be responsible for **publishing the activities of Lajna Imaillah Mulk and the outstanding activities of the Majalis.** (ALFAZL, AL-HAKAM, LAJNA MATTERS)
- Be responsible for printing and **publishing newsletters, gazettes, periodicals, and books which Lajna Imaillah Mulk decides to publish.** (THE AYESHA, CHILDREN'S BOOKS, TRANSLATIONS)
- Maintain the **income and expenditure account** of all literature that was published under Lajna Imaillah Mulk. (ISHA'AT BILLING)

**ALFAZL & AL-HAKAM** - Send short writeups, of less than 1000 words, about your personal experience of attending a Jama'at or Lajna activity/event to [AlFazl@lajnausa.net](mailto:AlFazl@lajnausa.net) in Urdu, and [ishaat@lajnausa.net](mailto:ishaat@lajnausa.net) in English.

**LAJNA MATTERS** - The newsletter that connects the local majalis to the National Amila as well as each other. We aim to make it a quarterly publication, in English and Urdu, available electronically. By publishing the account of notable activities of majalis in all the shobas, it provides an opportunity for majalis to learn from each other.

### Guidelines for submission to Lajna Matters

- ★ Remind Local Amila members to submit their shoba activities for Lajna Matters to you, and copy the Local Sadr.
- ★ Review and forward, as Word document, to the corresponding National Amila department by the deadline. Each National Amila member will review your submissions, compile a report, and forward to [LajnaMatters@lajnausa.net](mailto:LajnaMatters@lajnausa.net) and [ishaat@lajnausa.net](mailto:ishaat@lajnausa.net).
- ★ Photographs should conform to Islamic standards of modesty and covering. All women and older girls should have no hair showing and be at a distance.

**Note:** Send in only those Lajna and Nasirat achievements that go beyond what is expected of each majlis, i.e. activities that truly shine a light on a majlis' excellence. Be brief. Proofread your entries.

**Lajna Matters Pub. Dates:**  
March, June, September, December

Look for Submission Deadlines  
in **Monthly Announcements**

**THE AYESHA** - A quarterly magazine focused on Tabligh, it seeks to convey Islamic values pertinent to women, and is to be distributed widely. For each issue, identify interested writers locally and send their names to [ayesha@lajnausa.net](mailto:ayesha@lajnausa.net). Provide them the following **guidelines for submission to The Ayesha:**

- ★ Articles should be focused on the theme provided by the Ayesha editor.
- ★ You may use personal stories in order to make your story more interesting.
- ★ Facts should be accurate; follow APA format guidelines to cite your sources.

**Note:** The local Isha'at Secretary should review the articles, then forward them, along with the authors' names and majlis, to [ayesha@lajnausa.net](mailto:ayesha@lajnausa.net) before the deadline for the respective issue and copy the local Sadr.

**The Ayesha Publication Dates**  
Winter, Spring, Summer, Fall

**CHILDREN'S BOOKS** - Lajna Ima'illah Isha'at department is inviting Lajna and Nasirat members to publish books for children designed to instill in them a love for Allah and the Holy Quran, and pride in their identity as Ahmadi Muslims. Below are the various options for members to get published:

- ★ Members could publish through Lajna Isha'at department. We would, after appropriate edits and review, get the book illustrated and present to Beloved Huzoor (aba) for approval. It would be owned, published, and sold by Lajna Ima'illah USA, with acknowledgement of the author and the illustrator.
- ★ Members could write a children's book, elicit the help of Lajna Ima'illah for illustrations, get it approved by Wakilul Tasneef, self-publish, and sell at Lajna events with a percentage of the profit going to Lajna.
- ★ Members could completely self-publish. National Sadr and Secretary Ishaat would review for appropriateness to sell with Lajna and Jamaat publications at Lajna events.

**Note:** Please submit all manuscripts to [ishaat@lajnausa.net](mailto:ishaat@lajnausa.net).

**TRANSLATIONS** - Let us know if anyone in your majlis is willing and able to translate from English to Urdu, and from Urdu to English.

## SHIPPING AND BILLING

Isha'at department provides published materials and books for use with the National Program.

- ★ Lajna receipt books can be obtained, free of charge. Please email [ishaatbilling@lajnausa.net](mailto:ishaatbilling@lajnausa.net) with the name and mailing address of your local Sadr or Secretary Maal and indicate the number of receipt books needed.
- ★ Publications will be sent based on tajnid in the majlis.
- ★ Majalis will be invoiced in **March** and **September** for the amount owed for all publications given to them. Please send the payment promptly to the address provided by the Isha'at billing department.
- ★ Email [ishaatbilling@lajnausa.net](mailto:ishaatbilling@lajnausa.net) when you receive your shipment of books or materials.
- ★ Distribute The Ayesha promptly to members and friends for tabligh purposes.

## GUIDELINES FOR LOCAL ISHA'AT SECRETARY

The Local Isha'at Secretary plays an important role in helping with the distribution of Lajna publications. Your key responsibilities are as follows:

- ★ Ensure your majlis submits material for the Lajna Matters in a timely manner.
- ★ Encourage members to submit articles or speeches they have written.
- ★ Distribute Lajna publications promptly when they arrive and collect payments.
- ★ Share introduction slides for The Ayesha in your meetings. Create introduction slides for other lajna publications to present in the months when there is no Ayesha magazine.
- ★ Lead the local book club. This will promote the sale and reading of the books. It is important that Ishaat secretaries are familiar with the books and publications they are selling.
- ★ The Ayesha is aligned with the Tarbiyyat syllabus and can be used to reinforce the quarter's theme.
- ★ **Join the signal group for local Ishaat secretaries. \*NEW**

## REPORTING AND INSTRUCTIONS

In the monthly local Lajna report, provide the number of Lajna and/or Nasirat members who have submitted an item (written or illustration) for publication and where it was sent. This may include: **Alfazi, Al-Hakam, The Ayesha, The Muslim Sunrise, Review of Religions, Al-Nur, Ahmadiyya Gazette, Al-Hilal, and a draft/illustration for a children's book.**

PUBLICATIONS TEAM	
ISHA'AT SECRETARY	Shazia Sohail - <a href="mailto:ishaat@lajnausa.net">ishaat@lajnausa.net</a>
SHIPPING & BILLING	Naseerah Bhatti - <a href="mailto:ishaatbilling@lajnausa.net">ishaatbilling@lajnausa.net</a>
THE AYESHA	Editor: Saadia Ahmad - <a href="mailto:ayesha@lajnausa.net">ayesha@lajnausa.net</a> Layout: Raazia Riffat
LAJNA MATTERS	Editor and Layout: Shazia Sohail - <a href="mailto:ishaat@lajnausa.net">ishaat@lajnausa.net</a> Proofreader: Saifra Sohail - <a href="mailto:lajnamatters@lajnausa.net">lajnamatters@lajnausa.net</a>
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JALSA BOOKSTALL	Aeman Bashir, Amtul Qayum Sadaf
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ALFAZL	Editor: Husna Ahmad - <a href="mailto:alfazl@lajnausa.net">alfazl@lajnausa.net</a>

## ZIAFAT (HOSPITALITY)

[2:173] *O ye who believe! eat of the good things We have provided for you, and render thanks to Allah, if it is He Whom you worship.*

[7:32] *O children of Adam! Look to your adornment at every time and place of worship, and eat and drink but exceed not the bounds; surely, He does not love those who exceed the bounds.*

Hospitality is a courtesy that is very important in Islamic teaching and is mentioned in the Holy Quran, especially in relation to Hazrat Abraham<sup>as</sup>. Allah likes timely hospitality extended in the best possible manner that one can afford. The Holy Prophet<sup>saw</sup> was an excellent example of being a generous host and so was the Promised Messiah<sup>as</sup>, thus great examples for us to follow.

The Ziafat department should make appropriate food arrangements at national or local Lajna functions as required in a proper manner. Special attention should be given to the invited guests.

In his Friday sermon, Hadhur (aba) states that the Holy Prophet (peace and blessings of Allah be on him) said: 'A person who believes in Allah and the Day of Judgement should honor his guests.'

Below is a checklist to assist with ensuring that all matters related to Ziafat are in place.

### Ziafat Etiquette Checklist:

- Keep the menu simple and within budget guidelines
- Wash hands prior to meal preparation and wear gloves when serving
- Do not waste food and water
- Use biodegradable paper products
- Make arrangements for Recycling products
- Promote Healthy food and diverse menus: Refer to Lajna website for healthy menus or submit suggestions
- Always serve food in an orderly, organized manner
- Serve the invited guests and elderly first in a proper, presentable, and suitable manner
- Keep a serving set of dinner, tea, glassware, and cutlery for invited guests
- Educate Ziafat team to not eat at serving tables
- Present self in a polite and respectful manner towards Guest/Lajna/Nasirat while serving
- Show special care to elders and be helpful to mothers with children
- Encourage Lajna 15-25 and Waqfe Nau to participate in Ziafat duties
- Encourage Nasirat to volunteer for water duty at events
- Always keep the place of worship clean
- Always clean kitchen
- Educate Lajna to clean the exterior and interior of large and small countertop appliances
- Give Ziafat tips: Remind Lajna members about dining area cleanliness before ending the meeting
- Share recipes in Lajna meeting for website: Create a drop box for recipes in your meeting areas. Ziafat Secretary will add the menus to the website.

At a Lajna Meeting learn about the purpose and background of the Langar of the Promised Messiah(as): <https://www.alislam.org/v/9449.html>

Practice Ziafat etiquettes at each Lajna meeting by assigning groups to bring snacks for the meeting and serve them to the membership keeping the checklist above in mind.

### ❖ Resources

- Soil Science Society of America - [What is a Community Garden](#)
- [\(PDF\) Community Gardening Toolkit \(link is external\)](#) - A resource from the University of Missouri for planning, enhancing and sustaining your community gardening project.
- The [American Community Gardening Association \(link is external\)](#) has basic information to get your gardening project off the ground.
- [\(PDF\) Establishing Protections for Community Gardens - A fact sheet for advocates \(link is external\)](#)
- [Take 10 Steps to Create a Successful Community Garden for Residents](#) (public housing)

## Challenges and Solutions

### 1. Serving

- Establish separate stations for elderly individuals and mothers with children.
- Engage youth to assist mothers with children to streamline operations and ensure smoother service.

### 2. Food Wastage

- Educate attendees to take smaller portions initially and return for more if needed.
- Encourage reasonable portions for children to minimize excess food waste.

### 3. Packing/To-Go

- Limit food packing to authorized hosts during Iftar and large events.
- Prevent hurried packing to ensure food is available for latecomers.

### 4. Trash Management

- Assign volunteers to monitor and prevent the disposal of untouched food.
- Encourage stacking plates and proper disposal to optimize dumpster space and reduce waste management costs

### 5. Emphasizing Recycling Efforts - PRIORITIZE!

Additional Ziafat matters and guidelines/tips are available at the Lajna website. Lajna members are encouraged to send suggestions, recipes, and time saving and healthy tips to National Secretary Ziafat at: [ziafat@lajnausa.net](mailto:ziafat@lajnausa.net) . Selected recipes will be placed at the Lajna website with your Majlis name for the benefits of others.

Note: Send a brief report regarding your implementation.

JazakaAllah Ahsanal Jazaa

## WAQF-E-JADID PROGRAM 2025-2027

In the Friday sermon of January 3th, 2025, Huzoor<sup>aba</sup> spoke about Waqfe Jadid.

“His Holiness (aba) said that the spending of wealth in the way of Allah is an act of great virtue. Seeing as man has a great attachment to wealth, God has deemed those who spend out of that which they love, i.e. their wealth, attain the pleasure and nearness of Allah because the true sacrifice is spending out of that which one loves.”

### AIMS OF WAQF-E-JADID

- Propagation of the teachings of Islam
- Training and upkeep of mu’allemeen (teachers) around the world
- Education and moral training of Ahmadis in rural communities
- Publication of literature
- Publication of the Holy Qur’an
- Construction of mosques and mission houses
- Establishment of schools
- Establishment of radio stations in various countries to broadcast teachings of Islam
- Establishment of hospitals
- Other humanitarian works

### SIGNIFICANCE OF WAQF-E-JADID

About this scheme, Hadhrat Khalifatul Masih II<sup>rz</sup> said in his Friday Sermon of January 5, 1958:

“This is the undertaking of Allah, and He Himself will complete it. Since it is Allah Almighty who has put this inspiration in my heart, I shall endeavor to fulfill it even if I have to sell my house and my clothes to do so and even if not a single person assists me. Allah shall cut them off from the Jama’at who are not helping me in this regard and will send down angels from heaven to help me.”

### WAQF-E-JADID YEAR

The year is from January 1<sup>st</sup> to December 31<sup>st</sup>

### LAJNA IMA’ILLAH GOALS

- Our goal is 100% participation as well as an increase in contribution.
- All Lajna and Nasirat are to be encouraged to contribute to this scheme no matter how nominal it may be.
- Those who are already contributing are to be encouraged to increase their level of sacrifice even if by a small percentage.
- US Lajna should contribute 1/3 of all the funds raised by the US Jamaat.
- Special emphasis is to be laid on including new Ahmadis in the Waqf-e-Jadid system. Huzoor<sup>aba</sup> stated in his Friday sermon of January 9, 2015: “Strong connections are made when new Ahmadis are included in the financial giving system. Along with the development of faith it also builds strong connections with the administration of Jama’at.”

### NANHI MUJAHID (LITTLE STRIVER/WARRIOR) OF WAQF-E-JADID

Encourage all Nasirat to become Nanhi Mujahid by sacrificing \$50 or more of their own money toward the blessed Waqf-e-Jadid Scheme. This money may be earned, and it may be received from parents for performing certain tasks around the house. Our ultimate goal is to have the US Ahmadi children contribute half of all Waqf-e-Jadid collection, InshAllah. Children (under the age of 7) may be included at the request of parents.

### CREATE LOVE FOR WAQF-E-JADID IN CHILDREN

Huzoor<sup>aba</sup> said, in his Friday sermon of January 4, 2008:

“Hadhrot Khalifatul Masih III<sup>ra</sup> promoted Waqf-e-Jadid particularly among children and, through the blessings of this scheme, half of the contributions from Pakistan are from children. It is most gratifying that our community has children with such spirit; they are indeed an assurance of the blessings to continue in the generation to come.” Huzoor urged parents worldwide to focus on this. He asked the Waqf-e-Jadid secretaries, the Nasirat and Atfal secretaries to also take note. Awareness of the blessing of Waqf-e-Jadid should be raised among children. Those who will grow up with this awareness in this materialistic world will not only become an asset for the Community, but their personal lives will also be rewarded by Allah due to this.

#### NASIRAT-UL-AHMADIYYA

Huzoor<sup>aba</sup> has instructed that, "At least twenty percent of the target given to Lajna should be borne by Nasirat-ul-Ahmadiyya." Toward this goal, Waqf-e-Jadid collection targets will be assigned for Nasirat.

#### IDEAS FOR NASIRAT TO RAISE FUNDS FOR WAQF-E-JADID

- They could be encouraged to earn money by doing chores around their own homes.
- Snacks and/or handicrafts could be prepared and sold at the local mosque.
- Huzoor<sup>aba</sup> advised that children should save the money they might otherwise spend on buying fast food, so that they can give more to Waqf-e-Jadid.
- Each Nasira could be paired with, and mentored by, a Lajna member to meet her goals.

#### WAQF-E-JADID DAY

Please hold a Waqf-e-Jadid Day during the months of April, August and December. This may be held as part of a Lajna or Nasirat meeting with the intention to motivate the Lajna and Nasirat to participate in this blessed scheme and to inform the members of the needs of the Community; and to make certain that the message is conveyed to EVERYONE. Ideas and information regarding Waqf-e-Jadid Day activities may be found on the Lajna website at <http://lajnausa.net/web/waqf-e-jadid>.

### CALENDAR FOR COLLECTION AND REPORTING

<b>January</b>	Begin to obtain pledges. Announce the Nanhi Mujahid Scheme to Nasirat
<b>Ramadan</b>	Encourage members to contribute to Waqf-e-Jadid in this blessed month
<b>April</b>	Hold a Waqf-e-Jadid Day. Report the <b>Pledges</b> online on Form (A) in GoogleDoc. <b>Deadline is April 30th</b>
<b>August</b>	Hold Waqf-e-Jadid Day. Report 100% Pledges and some Payments on Form (A) by updating the GoogleDoc. <b>Deadline is August 31st</b>
<b>November/ December</b>	Hold Waqf-e-Jadid Day. Encourage payment. Aim to obtain 100% Participation
<b>January 10<sup>th</sup></b>	Submit <b>Annual Report</b> on Form (A) by updating the GoogleDoc

#### IMPORTANT GUIDELINES

- Encourage Nasirat to become Nanhi Mujahid in January so they have the entire year to work toward their goal.
- Encourage members to pay monthly and not wait till the end of the year to make payments.
- Encourage members to pay online; otherwise collect in the Jama'at receipt book and send all payments to the local Jama'at Finance Secretary.
- Always use your official Lajna Waqf-e-Jadid email address for Waqf-e-Jadid work, even if you hold multiple offices and have multiple official Lajna email addresses.

**It is not possible for you to love wealth as well as to love God; you can love only one of them. Lucky is he who loves God. - The Promised Messiah<sup>as</sup> (Majmu'ah Ishtihārāt)**

# Nizam-e-Wasiyyat (The Will) & Additional Maal 2025-2027

## WASIYYAT

“And the case of those who spend their wealth to seek the pleasure of Allah and to strengthen their souls is like the case of a garden on elevated ground. Heavy rain falls on it so that it brings forth its fruit twofold. And if heavy rain does not fall on it, then light rain suffices. And Allah sees what you do”. (2:262). “...those who excel in this matter will be accounted among the righteous and till eternity God’s blessings will envelope them”. (Al-wasiyyat, page 42)

## PURPOSE:

Nizam-e-Wasiyyat (The Will) is a blessed system initiated by the Promised Messiah Hadhrat Mirza Ghulam Ahmad(as) under Divine revelation in 1905. “The Promised Messiah (as) has shown us the most comprehensive way of acquiring goodness and moving in the direction of progress and a good ending. That way is the system of Al-Wasiyyat. We must commit to it and participate in it as best as we can so a time will come when Allah says...” Fad Khuli Ibaadi, Wad khuli Jannati-So enter though amongst MY chosen servants and enter thou MY Garden”. (89:3-32) (Hazrut Khalifatul Masih Al Khamis)

## BENEFITS OF AL-WASIYYAT:

1. Self-reformation, a deeper more meaningful connection with Allah.
2. Al-Wasiyyat makes our bond strong with Khilafat. Khilafat is the rope of Allah, it is peace, security and protection. Khilafat is the great reward and a gift to us, Khilafat is Al Jannah.
3. For the advancement of Islam, by dissemination of Quranic knowledge, publishing religious books.
4. For the propagation of Islam and Training of missionaries.
5. To serve and help orphans, the poor and the new converts whose means of livelihood are limited.
6. “And if there is such a revolutionary system in the present era that can become the source of comfort for the world, and that can bring tranquility to the soul, and that can truly make a claim of serving humanity. Then it is the system of Wasiyyat, as presented by Promised Messiah (as). (Closing address at Jalsa UK 2004, Hazrut Khalifatul Masih V)

## GOALS:

- ❖ Target of 100% Aamila members Join the blessed system of Al-Wasiyyat.
- ❖ Target of 50% Earning Lajna members to join the blessed system of Al-Wasiyyat.
- ❖ Each month perform one of the indicated responsibilities or actions below and report

### Important Note:

Please start your work with dedicating one Sajda (prostration) of every Salat to get help from Allah, write to Hazrat Khalifatul Masih V (aba) regularly, and lead by example as a Musi. Build a personal relationship with Musi Lajna and prospect Musi of your Majlis, by periodically inquiring about their wellbeing without bringing up Al-Wasiyyat.

## RESPONSIBILITIES OF MU'AVINA SADR FOR WASAYA

1. Mu'avina Sadr for Wasaya shall keep a record of all the Musiyaat.
  - 📌 Collect the exact number of Musi Earning members and Musi students
  - 📌 Collect number of those who have applied for Wasiyyat in your Majlis. Send this report by 31<sup>st</sup> of every month to [muavinawasaya@lajnausa.net](mailto:muavinawasaya@lajnausa.net)
2. Members shall be enlightened about the importance of the Institution of Wasiyyat in light of the writings of the Promised Messiah(as) and the Khulafa (Caliphs).
  - 📌 Read of Risala Al-Wasiyya (the Will)
  - 📌 Read the book Nizame Nu (The New World Order). It is available on Wasiyyat page on Lajna Website.
  - 📌 Hold workshops on related subjects.
3. Attention shall be focused on putting into practice the guidance received from the Markaz department of Wasiyyat through emails sent by Lajna National Muawina Sadr Wasaya.
4. Study of the booklet Al-Wasiyyat and the book 'Nizame Nau' should be encouraged.
5. Seminars should be held for a greater understanding of Nizame Wasiyyat.

- 🔊 Listen to the sermon of May 25, 2018,
- 🔊 Hold a presentation/seminar on, "Are we trying to achieve the standards which the Promised Messiah (as) desired from the members of his community? <https://www.alislam.org/friday-sermon/2018-05-25.html>
- 6. Musiaat should learn the translation of the Holy Quran and further study its meaning.
  - 🔊 Enroll in Al-Furqan
  - 🔊 Follow the National Taleem Program
- 7. Musiaat should undertake Jama'at duties.
  - 🔊 Encourage musiaat to volunteer at Jalsa Salana, IJtema,
  - 🔊 Serve as a secretary for a local shoba/department, or assist a shoba at an event or community service
- 8. Develop an Action to achieve the target of 50% of members earning to join the Nizame Wassiyat refer to actions below.
- 9. Collaborate with the Umoore Talibaat soba:
  - 🔊 Students at Universities and Colleges should be encouraged to join the Nizame Wassiyat.
  - 🔊 They should be reminded that during the student days, Wassiyat based on pocket money is easier to do and is accepted relatively more quickly. Moreover, joining the Nizame Wasiyyat leads to further ability to do good.

## ADDITIONAL MAAL PROGRAM: LAZM/ MANDATORY JAMA'AT CHANAJAT & CHANDA WASIYYAT

**Need & Purpose:** "It is now time for all those who count themselves among my followers, that they should help this Movement with their money. If someone can only afford one paisa, he should pay one paisa each month for the requirements of the movement; he who can afford a rupee should offer a rupee each month.... Everyone who has accepted the Ba'iat should help according to his means, so that Allah too should help them... O my dear ones! This is the time for helping the faith and fulfilling its requirements. Make use of it, for this time will never return." (Kashti-e-Nuh, Ruhani Khaza'in, volume 19, p. 83)

- 🔊 Lajna who have any type of income must pay Chanda which is mandated by Hazrat Promised Messiah (as).
- 🔊 All Musian must pay according to the terms of a Musi's Wasiyyat as Chanda Wasiyyat and all non Musian must pay 1/16th (6.25%) as Chanda Aam, and Chanda Jalsa Salana regularly per the prescribed rate.

### Ways to Encourage:

- 🔊 Create and maintain a loving relationship with all earning and Musi members. Exhibit a humble demeanor in your interactions with them.
- 🔊 Encourage, remind and assist sisters in submitting the Jama'at budget form.
- 🔊 Send a Jazak'Allah image when their budget form is submitted.

### Actions:

- 🔊 Create awareness of Jama'at financial system; give a short speech at a Lajna meeting, particularly at the start of Jama'at fiscal year.
- 🔊 Set up with members an automated calendar reminder to pay Chanda & Wasiyyat chanda.
- 🔊 Periodically set up a booth (at meetings, Ijtema, jumma or other occasions) for members to ask questions about or receive budget or Wasiyyat forms and submit. Serve treats or snacks.
- 🔊 Throughout the year at a regular interval email or via Signal groups share passages from the booklet Al-wasiyyat, quotes of Khulafa about Al-wasiyyat with all Lajna.
- 🔊 Hold an Al-Wasiyyat Day, once a year. Ask Musi Lajna to share their inspiring stories of doing Wassiyat.

**REPORT:** Quarterly *request from* Jama'at Finance secretary how many Lajna members have submitted the budget form, are Musi and are paying prescribed rate. Keep a copy. Submit to National Muawina Sadr Wasaya or Additional Maal when asked.

### RESOURCES:

- 🔊 <https://www.lajnausa.net/site/maal-finance>
- 🔊 [Chanda.ahmadiyya.us](http://Chanda.ahmadiyya.us)
- 🔊 [Budget.ahmadiyya.us](http://Budget.ahmadiyya.us)
- 🔊 Read Introduction to Financial Sacrifice on Alislam.

# SIHAT-E-JISMANI

## HEALTH & FITNESS PROGRAM (2025-2027)

Hadhrat Musleh Mau'ood (Khalifatul Masih II) says, "We inculcate the habit of physical exercise so that we can be lithe (thin, flexible, limbal) and active, so that our limbs become strong and so that we gain courage."

(Steps to Exercise/Warzish ke Zeeney by Hadhrat Mirza Tahir Ahmad, 2006 pg. 24)

### INTRODUCTION

As women, our role and responsibilities have been defined in the Holy Qur'an and Hadith. We are the trainers of mankind as, according to our Holy Prophet (SAW) "Paradise lies at the feet of mothers." To fulfill this role, we must be healthy spiritually, morally and physically. To achieve the goal of being healthy spiritually and physically we will, in the next two (2) years, Insha Allah, follow steps that will make these goals easy to achieve. (Updates highlighted)

### NATIONAL GOALS

For all Lajna members to keep moving and maintain a healthy lifestyle, we need to:-

1. **EXERCISE REGULARLY** which helps in treatment and possible prevention of diabetes-mellitus, reduction in blood pressure, improvement in lipid profile and reduction in inflammation.
2. **ENCOURAGE HOME-COOKED MEALS** - Low in fat, avoid fried food, increase vegetable and fruit intake. Reduce plate size (you are what you eat)
3. **SELF-CHECK** – Perform regular breast examination, check for skin tags and abnormal discoloration.
4. **HAVE REGULAR CHECK-UPS**

### RECOMMENDED ARE:

- ★ Annual Physical – To include Lipid profile, Fasting glucose. Blood count and other age-appropriate laboratory tests recommended by your provider.
- ★ Dental Examination – yearly
- ★ Eye Examination – Every 1-2 years
- ★ Hearing screening in older adults - **\*NEW**
- ★ Gynecology Examination - Mammogram, Pap Smear
- ★ Colonoscopy – as recommended by your Primary Care Physician
- ★ Mental health check-in with Lajna "Are you OK" program. Also, available members with local resources to take care of their mental health. **\*NEW**

### REGIONAL/LOCAL GOALS

#### REGULAR EXERCISE

- ★ Encourage members to use resources they have to exercise. Use applications on their smart phones to count steps and compete. Set a target to be determined and encourage members to participate. **The goal is to get seventy-five (75) percent of members moving.**
- ★ Participate in **group walks** in your locality as many times as possible in a year. For example: 5K, 10K, Breast Cancer Walk
- ★ If overweight/obese, start by **moderating your diet**, and gradually increase physical activity. Set moderate/achievable goals.
- ★ **For older members and non-ambulatory members** encourage them to participate in yoga, use apps that can keep their minds engaged e.g. the Holy Quran app by Majlis Ansarullah, Duolingo, Elevate- which offer brain training games, puzzles and language learning to challenge cognitive abilities. **\*NEW**

### ORGANIZE AN ANNUAL SPORTS DAY IN YOUR REGION

Organize sports tournaments to be held at local ijtemas and then finalists will **compete at the regional level**. A national team can be selected if there is an opportunity to attend an international tournament, Insha'Allah. During this sports tournament, members should be encouraged to **wear approved purdah appropriate uniforms**. **\*NEW**

\*\*\*Some examples of team sports: **Volleyball, Softball, Basketball, Badminton, Table tennis\*\*\***

### HEALTH SEMINAR

- ❖ Will now be in collaboration with Ahmadiyya Muslim Medical Association (AMMA) Links will be shared monthly. **\*NEW**

### CRITERIA FOR AWARDS

- ★ Did you follow the National Sihat-e- Jismani program (20 points)
- ★ Greater than 75% of Lajna doing regular exercise (20 points)
- ★ Greater than 2% of Lajna attends the webinar (20 points)
- ★ Annual sports day and health seminars (20 points)
- ★ Any other initiative (20 points)

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National Sihat-e-Jismani Secretary,  
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# UMOORE TALIBAAT (STUDENT AFFAIRS)

إِنَّ فِي خَلْقِ السَّمُوتِ وَالْأَرْضِ وَاخْتِلَافِ اللَّيْلِ وَالنَّهَارِ لَآيَاتٍ لِّأُولِي الْأَلْبَابِ

*In the creation of the heavens and the earth and in the alternation of the night and the day there are indeed Signs for men of understanding; (Holy Qur'an 3:191)*

The Umoore Talibaat Department was established by Hazrat Khalifatul Masih V (aba) in 2018 to provide support to all Lajna students on their educational path whilst staying connected to Islamic teachings and Lajna Ima'illah/Jama'at activities. It seeks to promote academic excellence and to encourage Lajna to follow the directives of Hazrat Khalifatul Masih V (aba) on education and research. All Lajna members who are enrolled in education, including high school, college/university, graduate studies or any other educational course are considered to be part of Umoore Talibaat. The Department also supports the Ahmadiyya Muslim Women's Student Association.

## **AIMS OF UMOORE TALIBAAT DEPARTMENT**

- To promote academic excellence and to provide guidance and support to female students from school level to higher education level.
- To resolve all matters relating to female students under the supervision of the Secretary Umoore Talibaat.
- To make arrangements for the education of female students who are illiterate and strive to bring back into education those female students who leave after secondary school.
- To be influential in organizing seminars in educational institutions on topics related to Tabligh and social issues.
- To provide guidance to female students in their efforts to advance the cause of service to mankind.
- To establish Ahmadiyya Muslim Women's Student Association (AMWSA) chapters in colleges and universities. AMWSA chapters shall work under Secretary Umoore Talibaat.

## **RESPONSIBILITIES OF LOCAL UMOORE TALIBAAT SECRETARIES**

- Read and become familiar with the Umoore Talibaat Shoba/Department, refer to the Lajna Constitution.
- Maintain an updated record of students in your majlis; include name, age, email, course of study, and the expected date of completion.
- Identify students who are seeking guidance (academic advising, applications, scholarships, careers, etc.) and try to resolve their general issues. Pair them with a local mentor if available or contact National Umoore Talibaat Secretary for assistance.
- Identify and assist refugee/immigrant Lajna members who may not be proficient in English or are illiterate, and those who are not pursuing further education after high school. Pair with a mentor or guide them to available classes and inform National Umoore Talibaat Secretary.
- Encourage Lajna members attending the same college/university to establish an AMWSA chapter. Inform National Umoore Talibaat Secretary when established and contact for guidance. The AMWSA constitution and directions to establish a chapter can be found at the Lajna Ima'illah USA website: <https://www.lajnausa.net/site/umoor-e-talibaat>
- Assist students to organize seminars in their educational institutions relating to tabligh and social issues.

## **UMOORE TALIBAAT PROGRAM 2025-2027 Theme: Jihad – Striving for High Our Moral Values**

### **Lajna Student Data Survey**

- α All Lajna members enrolled in education courses must fill the form found on the Umoore Talibaat page of the Lajna Ima'illah USA website: [Lajna Student Data Survey 2024-2026](#)
- α **Khidmate Khalq and Tabligh Activities**
- α Co-ordinate with local Khidmate Khalq Secretary and local Tabligh Secretary to participate in at least one Khidmate Khalq and one Tabligh activity each quarter.
- α Report Khidmate Khalq and Tabligh activities to National Umoore Talibaat Secretary.

### Other Activities

- α Recognize graduating students and send updated list of graduates to Jama'at National Taleem Department and National Umoore Talibaat Secretary.
- α Update Umoore Talibaat about Resources and upcoming Webinars on regular basis.
- α Organize an outing or social event, while observing Islamic etiquettes and taking proper health precautions.

### Umoore Talibaat Meetings

- α Hold at least one meeting per quarter to cover the quarter's syllabus. Each quarter's syllabus has a discussion topic and talking points to guide the discussion. The topic should be covered comprehensively and should include secular and Islamic guidance.

Quarter	Discussion Topic	Talking Points
Quarter 1 Apr 2025-Jun 2025	The Need for Jihad	Importance of self-reformation. Identifying areas for self-improvement in spiritual and in secular life. "11 Steps to achieving your tarbiyyat goals" from <i>Way of the Seekers</i> by Hazrat Khalifatul Masih II <sup>ra</sup> (PowerPoint on Umoore Talibaat webpage)
Quarter 2 Jul 2025-Sep 2025	Establishing an Ahmadi Muslim identity	Understanding the purpose of worship, Salat and its true meaning. Surah Fatiha translation & commentary discussion. Ways and means of increasing religious knowledge and practice.
Quarter 3 Oct 2025-Dec 2025	Finding the right path	Hold Regional career fairs. Discussions with professional women on careers. Beloved Huzoor (aba)'s advice on careers for women. 100 Professor Abdus Salam initiative.
Quarter 4 Jan 2026-Mar 2026	Discovering God	Finding/Increasing connection with God. Sharing stories of acceptance of prayer. Excerpt from <i>10 Proofs of the Existence of God</i> by Hazrat Khalifatul Masih II <sup>ra</sup> Refuting and fighting atheism, agnosticism
Quarter 5 Apr 2026-Jun 2026	Building resilience	Analyzing and addressing weaknesses/areas of improvement. Creating strategies for self-improvement, developing consistency in daily routine Addressing procrastination, low motivation, and stresses faced in education.
Quarter 6 Jul 2026-Sep 2026	Combating challenges	Addressing Mental Health. Withstanding peer pressure. Social media use and misuse. Maintaining and strengthening modesty.
Quarter 7 Oct 2026-Dec 2026	Learn to let go	Eliminating stress through Zikre Ilahi. <i>Remembrance of Allah</i> by Hazrat Khalifatul Masih II <sup>ra</sup> (pp35-39) The rewards of sacrificing worldly desires. Blessings of Financial Sacrifices, basics of paying chanda.
Quarter 8 Jan 2027-Mar 2027	Finding Peace in Chaos	Maintaining connection with Jama'at while in school Academic Support Systems Building Familial Relationships: parental, marital

## **REPORTING**

1. Submit Lajna monthly report.
2. Send a quarterly report of following activities directly to National Umoore Talibaat Secretary:
  - α Any other outstanding activity or presentation in addition to syllabus.
  - α Any outstanding Khidmate Khalq or Tabligh activities.
  - α Establishment of new AMWSA chapter.
  - α Guidance /assistance provided to immigrant/refugee Lajna members or those not able to finish school

## **RESOURCES**

### **MENTOR DIRECTORY**

The Umoore Talibaat and Taleem Departments have prepared a Mentor Directory of professional Lajna members from all over the country who are willing to mentor students in various fields. The Directory includes mentors in the field of scientific research and medicine and is available at

<https://assets.lajnausa.net/web-articles/departments/umooretalibaat/List+of+Professionals+Mentors.pdf>

### **AHMADI WOMEN SCIENCE ASSOCIATION (AWSA)**

AWSA was created to encourage and support Ahmadi Muslim women to become leaders in their fields of scientific specialization and to use their knowledge to help the community, under the guidance of Hazrat Khalifatul Masih V (aba). Any woman who is a member of the Ahmadi Muslim Community can join AWSA. Current members include scientists, professors, health care providers, students, and citizen scientists. For more information, visit [www.awsa-usa.org](http://www.awsa-usa.org)

### **KHADIJAH (RA) SCHOLARSHIP**

Lajna Ima'illah USA will award scholarships of up to \$5,000 for members who are returning to school to gain new skills so that they can achieve economic self-sufficiency. The award will be used towards tuition expenses for the course of the study and will be paid directly to the Educational Institution on behalf of the recipient. For further information, please contact the Scholarship Committee at [khadijahscholarship@lajnausa.net](mailto:khadijahscholarship@lajnausa.net) or [umooretalibaat@lajnausa.net](mailto:umooretalibaat@lajnausa.net)

### **JAMAAT FINANCIAL ASSISTANCE AWARDS**

The National Jama'at Taleem Department offers limited educational assistance in the form of loans, scholarships and achievement awards. They include the following: Educational Loan, Educational Scholarship, African-American Ahmadi Muslim Educational Assistance Program, and Ahmadiyya Talent Award. For more information, visit: <https://applications.educationahmadiyya.us/guidelines>

**CONTACT: Dr. Aziza Rahman**  
**National Secretary Umoore Talibaat,**  
**[umooretalibaat@lajnausa.net](mailto:umooretalibaat@lajnausa.net)**

# MEDIA WATCH

## OUR GOAL

*“You should understand it well that the need of the time is not the wielding of the sword; it is the pen that has to be used. The doubts that our opponents have expressed about Islam and the assaults that different sciences have made, have drawn my attention to the fact that equipped with the weapon of the pen, I should enter the battlefield and show them the miraculous bravery of Islam and its powers.”*

—The Promised Messiah<sup>as</sup>, Malfoozat Vol. 1, p. 57

The goal of Lajna Media Watch is to present Islam and Ahmadiyyat in a positive light through writing in newspapers and magazines. This would entail responding to negative media coverage as well as publishing educational articles on Islam.

## RESPONSIBILITIES OF LOCAL MUAVINA SADAN FOR LAJNA MEDIA WATCH

- ★ All majalis are required to appoint Muavina Sadran. However, if there is no suitable Lajna member to hold this position, inform the National Muavina Sadr.
- ★ The Muavina Sadan need to identify members who have knowledge and a desire to write with the purpose of publishing in newspapers, magazines, and other media outlets. A team of such willing writers is to be created.
- ★ The Muavina Sadr would be responsible for motivating Lajna members to participate in writing campaigns. All Lajna members of a majlis are not expected to be active participants of the Lajna Media Watch team. The team would be made up of Lajna members who are good in writing and communication. Younger Lajna members, particularly those who are in college and majoring in English or Journalism, should be recruited.
- ★ A calendar with topics coinciding with various events is provided in this program. Guidelines regarding the assigned writing campaign for the month are posted on the Lajna website at <https://www.lajnausa.net/site/media-watch>. All articles written need to be pre-approved by the National Muavina Sadr for Media Watch prior to publication. Please email articles to [mediawatch@lajnausa.net](mailto:mediawatch@lajnausa.net).
- ★ Members can write about current events and topics of their choice related to Islam/Ahmadiyya.
- ★ The Muavina Sadr should check her local newspapers to find out the specific requirements for submitting articles. She should also research and identify online news outlets.
- ★ Letters/op-eds on contemporary issues should be written on a frequent basis. Some newspapers may have limited space in the print version but will allow most articles to be published online.
- ★ Training sessions will be arranged at regional levels to help the participants improve their writing skills.

## METHODS OF MONITORING MEDIA

- ★ Research all local and national media, (i.e. newspapers, magazines, books, TV/Cable, Radio, Internet) for negative articles or misconceptions about Islam and respond to these publications through letters to the editor.
- ★ Work on building public relations with local newspaper/news groups to have our articles published on the Islamic stance on current issues
- ★ Take proactive steps in bringing out the beauty of Islam.

## WRITING A LETTER TO THE EDITOR

- ★ A letter to the editor is short- between 150-300 words depending upon the newspaper
- ★ It is generally written in response to an article published in the newspaper
- ★ It is highly time sensitive and should be submitted within 24-72 hours of the published news
- ★ A letter to the editor could be a response to a negative or positive portrayal of Islam

## WRITING AN OP-ED

- ★ Most daily/weekly newspapers accept outside submissions for their opinion page.
- ★ Longer than letters to the editor (approximately 200 words), op-ed pieces are generally between 500-700 words.
- ★ Use short and simple sentences, and avoid jargon.
- ★ Explicitly support or oppose something.
- ★ Personalize the op-ed with an anecdote.
- ★ Link the op-ed to a current news story, but keep the focus local.
- ★ Make your main point in the first or second paragraph.

- ★ Elaborate two, maximum three, supporting points in the following paragraphs: Make sure paragraphs are short and contain one main idea.
- ★ Use facts, statistics and studies to support your argument. Do not, however, be overly legal. Use metaphors.
- ★ Conclude with a paragraph that draws the piece together and links to your opening anecdote.
- ★ Follow the particular paper's guidelines for submission.

### SOCIAL MEDIA

Lajna Media Watch USA has an official Twitter account with the handle @lajnamediausa and Instagram account with the handle @lajnausa. Please follow these accounts and share with your non-Muslim and non-Ahmadi Muslim contacts. As local majalis are not allowed to have their own Twitter accounts, the local Muavina Sadr with the approval of the local Lajna Sadr can send any event news to the National Media Watch Muavina Sadr. The event can then be posted and promoted on Lajna USA's official social media accounts. Please read the guidelines and social media etiquette at [https://assets.lajnausa.net/web-articles/departments/media-watch/Social%20Media%20Guidelines%20for%20Lajna\\_updated.pdf](https://assets.lajnausa.net/web-articles/departments/media-watch/Social%20Media%20Guidelines%20for%20Lajna_updated.pdf)

### SUGGESTED TIMELINE AND TOPICS

TOPICS	DRAFT SUBMITTED	REVIEW	PUBLISH
Significance/Reason for Ramadan in Islam/Ramadan's Lessons/ Laylatul Qadr/Eid-ul-Fitr	02/11/25 01/15/26 01/15/27	02/19/25 02/01/26 01/25/27	02/24/25 02/10/26 02/01/27
Death of Jesus - The Ahmadiyya Perspective	04/02/25 03/15/26 03/01/27	04/10/25 03/25/26 03/15/27	04/16/25 04/02/26 03/25/27
Islam's Emphasis on Mothers	04/10/25 04/10/26	04/22/25 04/22/26	05/01/25 05/01/26
Islam's Emphasis on Fathers and Parents	05/20/25 05/28/26	06/05/25 06/10/26	06/10/25 06/15/26
Loyalty to Nation is Part of Faith- Coinciding with Independence Day	06/15/25 06/15/26	06/24/25 06/24/26	07/01/25 07/01/26
Significance of Hajj/Eid-ul-Adhiya/Islam's Commonalities with Abrahamic faiths etc.	05/16/25 05/02/26	05/24/25 05/12/26	05/30/25 05/18/26
Loyalty to our Nation- Coinciding with 9/11 anniversary	08/20/25 08/20/26	09/01/25 09/01/26	09/07/25 09/07/26
Why Ahmadi Muslims Do Not Celebrate Halloween	10/12/25 10/12/26	10/20/25 10/20/26	10/26/25 10/26/26
Islam's View on Giving Thanks	11/01/25 11/01/26	11/10/25 11/10/26	11/20/25 11/18/26
Jesus in Islam	12/01/25 12/01/26	12/10/25 12/10/26	12/20/25 12/20/26
Islam's Emphasis on Equality/Brotherhood/etc., to coincide with MLK Day and Black History Month	12/20/25 12/21/26	01/05/26 01/06/27	01/15/26 01/14/27
Role of Women in Islam- Muslim women's contribution to society or history to coincide with Women's History Month	02/05/26 02/05/27	02/19/26 02/19/27	02/25/26 02/25/27

### USEFUL RESOURCES

- ★ Lajna Media Watch website <https://www.lajnausa.net/site/media-watch>
- ★ Majlis Ansar Sultan-ul-Qalam website <http://muslimwriters.org/>
- ★ Misconceptions about Prophet Muhammad (saw)-<http://muhammadfactcheck.org/>
- ★ <https://absolutejustice.us/>
- ★ <https://tabligh.us/>
- ★ <https://www.alislam.org/quran/app/>

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# WAQIFAT-E-NAU

## Introduction

Hazrat Khalifatul Masih IV (rh) initiated the blessed scheme of Waqf-e-Nau (New Life Dedication) on April 3<sup>rd</sup>, 1987. A child is called a Waqf-e-Nau if his/her parents dedicated his/her life to the service of Islam Ahmadiyyat during gestation. A female Waqf-e-Nau is called a Waqifa.

The Waqf-e-Nau Department is a Jama'at department that implements programs for the moral, spiritual, and educational training of Waqifeen-e-Nau, per guidance received from Huzoor (aba). The Department has attachments in Majlis Khuddam-ul-Ahmadiyya and Lajna Ima'illah. The National Muavina Sadr Waqifat-e-Nau works under the guidance of the National Lajna Sadr to implement Departmental initiatives within Lajna Ima'illah for Waqifat.

## Responsibilities of Local Muavina Sadr Waqifat-e-Nau

A Local Muavina Sadr Waqifat-e-Nau should be appointed in chapters where there are at least five Waqifat. Responsibilities of Muavinaat are demarcated in red below.

- Communications
  - All official communications will be sent to the official Lajna email account ([\[name of lajna chapter\]muavinasadrwn@lajnausa.net](mailto:[name of lajna chapter]muavinasadrwn@lajnausa.net)), which Muavinaat should check regularly.
  - Muavinaat should download and install the Signal App on their phone so they may be added to the Muavinaat Group, through which the National Waqifat Desk will issue reminders.
  - Muavinaat should visit the [National Jama'at Waqf-e-Nau Department](#) and [Waqifat-e-Nau](#) webpages frequently.
- Engagement with Waqifat & Mothers
  - This is the most important aspect of serving as a Local Muavina Sadr Waqifat-e-Nau
  - **Local Muavinaat should develop a relationship with Waqifat / mothers**
  - It is recommended that Muavinaat create a messaging and email group with all Waqifat / mothers in their chapter for easy correspondence and dissemination of information
  - Local Muavinaat should organize activities exclusively for Waqifat, such as local field trips, picnics, fun outings, outdoor activities, etc. They should coordinate funding in advance with the Local Jama'at Waqf-e-Nau Secretary.
- Inclusion into the Waqf-e-Nau Scheme
  - Local Muavinaat should educate mothers who are expecting on how to request for their unborn child to be included in the blessed scheme of Waqf-e-Nau. More details [here](#).
- National Waqf-e-Nau Database
  - Contains contact information of all Waqifeen-e-Nau in the USA
  - Muavinaat should review / update information at least once annually

## Responsibilities of Local Muavina Sadr Waqifat-e-Nau (continued)

- Waqf-e-Nau Syllabi
  - Syllabi are issued by the Central Waqf-e-Nau Department in Markaz (UK) for Waqifeen ages 2-21 years.
  - Content from the Syllabi and Urdu are taught during the National Waqifat Online Classes
    - ❖ These classes are for Waqifat ages four and above
    - ❖ The schedule of classes is posted on the [Waqifat-e-Nau webpage](#)
    - ❖ Local Muavinaat should encourage and remind mothers / Waqifat to attend
  - A Waqifa's progress through her syllabus is tracked during Local Waqifat Classes
    - ❖ These classes are for Waqifat 4-21 years of age
    - ❖ The National Waqifat Desk will share a suggested agenda for these classes
    - ❖ Local Muavinaat should hold these classes in-person, once a month
  - Knowledge of the Syllabi is evaluated through bi-annual exams
    - ❖ Local Muavinaat should conduct the exams orally & record results in the [Exam Portal](#)

❖ The exam terms are April 1-May 5 and October 1-November 5 of each year

• Rededication

- Prior to being born, the child's parents made the decision to dedicate his/her life to the service of the Jama'at. After reaching 15 years of age, the child must decide whether to continue in this cause. The child's decision to continue is known as Rededication.
- A Waqifa who chooses to rededicate herself should complete the Rededication Form and write a letter to Huzoor (aba) to share her commitment and request for prayers
- If a Waqifa elects not to rededicate, she should write to Huzoor (aba) requesting to be excluded from the Waqf-e-Nau scheme
- Muavinaat should educate all Waqifat 15 years of age and older about Rededication
- Muavinaat should ensure that all Waqifat 15 years and older have decided on Rededication

• Monthly Reporting

- Reporting on Waqifat activities is distinct from monthly Lajna and Nasirat general reports
- Muavinaat should submit their reports by the 5<sup>th</sup> of each month

• Publications

- *Voice of Waqf-e-Nau* is a monthly, electronic newsletter the USA National Waqf-e-Nau Department emails to all subscribed members. Announcements / important details regarding upcoming Waqf-e-Nau events are shared. Members may subscribe here.
- *Maryam Magazine* is an international magazine for Waqifat. Muavinaat should encourage Waqifat to submit articles to *Maryam Magazine*.

• Core Events

- National Waqf-e-Nau Webinars, held quarterly with topics selected by Huzoor (aba)
- National Waqf-e-Nau Career Expo, held annually
- National Waqifat-e-Nau Summer Camp, held annually
- Regional Waqifat-e-Nau Ijtema'at, held annually in different regions
- Parents Awareness Day, held locally & organized by Local Jama'at Waqf-e-Nau Secretaries
- Muavinaat should participate in the planning and execution of events when requested

**Responsibilities of Local Lajna Sadr**

- In chapters where there are less than five Waqifat, the Local Lajna Sadr assumes the abovementioned responsibilities for Waqifat matters
- Ensure Local Muavina Sadr Waqifat-e-Nau is serving responsibly
- Where facilitation / scheduling of Local Waqifat Classes (mandatory) is concerned, the Local Lajna Sadr should work with the appropriate officeholders to resolve conflicts. Of note, Waqifat are expected to attend Jama'at & auxiliary programs, as well as Tahir Academy.
- Review and approve the monthly Waqifat report by the 10<sup>th</sup> of each month
- Work with the Local Muavina Sadr when activities need to be coordinated with the Local Jama'at Waqf-e-Nau Secretary
- Participate in the quarterly meetings that the Local Waqf-e-Nau Committee holds. This committee exists in chapters where there are at least 10 Waqifeen, and the Local Jama'at President is the Chairman.

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## **A divinely-inspired appeal from Huzoor**

Based on a vision of Hazrat Khalifatul Masih III<sup>th</sup>, in order to safeguard ourselves from the onslaughts of Satan and to attain refuge in a invincible and tall citadel of Allah's protection, Hazrat Khalifatul Masih V<sup>aa</sup> relaunched the following appeal.

### **Prayer 1:**

سُبْحَانَ اللَّهِ وَبِحَمْدِهِ سُبْحَانَ اللَّهِ الْعَظِيمِ - اللَّهُمَّ صَلِّ عَلَى مُحَمَّدٍ وَآلِ مُحَمَّدٍ

“Holy is Allah and worthy of all praise, Holy is Allah, the Great. O Allah bestow Your blessings on Muhammad<sup>sa</sup> and on the people of Muhammad<sup>sa</sup>.”

- Every Ahmadi adult to invoke the above salutations on the Holy Prophet Muhammad<sup>sa</sup> at least 200 times a day.
- Every young person of 15-25 years 100 times a day.
- Every child to recite it at least 33 times a day.
- Very young children to rehearse it with their parents a few times a day.

### **Prayer 2:**

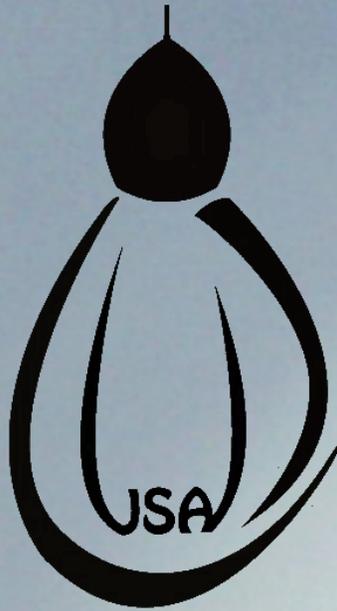
All Ahmadis to recite istighfar at least 100 times a day.

### **Prayer 3:**

In addition to these prayers to be recited everyday, Huzoor<sup>aa</sup> also added that all Ahmadis recite the following prayer at least 100 times a day:

رَبِّ كُلِّ شَيْءٍ خَادِمُكَ رَبِّ فَاحْفَظْنِي وَانصُرْنِي وَارْحَمْنِي

“O my Lord everything serves You. So O my Lord, protect me and help me and have mercy on me.”



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LAJNA IMA'ILLAH·USA