

Lajna Ima'illah UK



***NATIONAL KHIDMAT-E-KHALQ
DEPARTMENT UK***

**GUIDELINES
2014-2015**



RESPONSIBILITY OF A KHIDMAT-E-KHALQ SECRETARY



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

[4:37] And worship Allah and associate naught with Him, and *show* kindness to parents, and to kindred, and orphans, and the needy, and to the neighbour that is a kinsman and the neighbour that is a stranger, and the companion by *your* side, and the wayfarer, and those whom your right hands possess. Surely, Allah loves not the proud *and* the boastful

وَاعْبُدُوا اللَّهَ وَلَا تُشْرِكُوا بِهِ شَيْئًا
وَبِالْوَالِدَيْنِ إِحْسَانًا وَبِذِي الْقُرْبَىٰ
وَالْيَتَامَىٰ وَالْمَسْكِينِ وَالْجَارِ ذِي الْقُرْبَىٰ
وَالْجَارِ الْجُنُبِ وَالصَّاحِبِ بِالْجَنْبِ
وَابْنِ السَّبِيلِ وَمَا مَلَكَتْ أَيْمَانُكُمْ
إِنَّ اللَّهَ لَا يُحِبُّ مَنْ كَانَ مُخْتَالًا فَخُورًا ۝٣٧



RESPONSIBILITY OF A KHIDMAT-E-KHALQ SECRETARY

- ❑ The Holy Quran says: **You are the best people created for the good of mankind. (3:111)**
- ❑ This verse tells Muslims to uphold the bright torch of Islam for the whole world and to contribute towards the betterment of all people. Therefore, if as Muslims, we have been raised to serve mankind, we have to be the people from whom goodness flows towards the less fortunate.
- ❑ The duty of a khidmat-e-Khalq secretary is to **promote the work of Khidmat-e-Khalq within her Majalis.**
- ❑ Khidmat-e-khalq secretary should try to cultivate fundamental qualities that are needed to serve mankind in the members of Jamm'at.
- ❑ She should try to encourage Lajna to have love for humanity, kindness in their hearts for others, a charitable disposition, humility, honesty, a thirst for knowledge and when acquired, a desire to share it, and a constant desire to strive in the cause of Allah by doing good and avoiding that which is bad.

RESPONSIBILITY OF A KHIDMAT-E-KHALQ SECRETARY



khidmat-e-khalq secretary should try to promote the work of khidmat-e-khalq by implementing the following points :

- Khidmat-e-Khalq secretary should involve all members in the activities including Nasirat.
- Read Ahadith, verses of holy Quran or an article in the local and group meetings.
- Makee personal monthly calendar plans or prepare such schemes which can affectively improve the work of khidmat-e-khalq in her Majlis, as well as targeting specific needs of the members in need.
- Read all the letters sent from centre and think about “what implementations do I need to take to fulfil this task?”.
- Be aware of any “members in need” in the Majlis e.g. sick members, disabled, helping in the wedding, on someone’s death, or providing emotional help.
- Make weekly/monthly plans to visit old or sick members of your Majlis. In monthly meetings, you can encourage members to pay a visit or offer help.
- look out for any fundraising events, contact them and offer help.
- Search on the internet for care homes, homeless/women shelters.
- Guide Lajna members about volunteering opportunities within and outside Majlis.

HAQUQUL-IBAD (BENEFICIENCE FOR MANKIND) SCHEME



❖ AIMS AND OBJECTIVES

Haququl Ibad scheme initiated in 2012, which targets the Elderly members of the Majalis and its aim is to build stronger bond with the youth members within the Majlis.

The scheme's aim is to cultivate moral values which should

(Note: Full details on the scheme can be found in the 2013-2014 KK guidelines)

❖ KHIDMAT-KHALQ SECRETARY SHOULD:

- Find out and make a register of the elderly members in her Majlis and contact the members.
- Call a meeting, introduce and explain the youth members (15-30) with the purpose and objectives of the scheme and take possible suggestions.
- Khidmat-e-khalq secretary should only include elderly who agree for the visits.
- Hold at least one monthly meeting (can be part of your general meeting) with the elderly members of the Majlis, in which she should try to involve all the youth members within her Majlis
- Contact the elderly members at least twice a month to ask for necessities, if any.
- If Majalis can not hold monthly meetings, they should try to **hold meeting /coffee morning at least once a quarter.**

HAQUQUL-IBAD (BENEFICIENCE FOR MANKIND) SCHEME



▪ Possible AGENDA for meetings

- ✓ Ask the elderly of their OLD GOLDEN MEMORIES
- ✓ Involve the elderly and youth members in team building games
- ✓ Take possible advice/suggestion for leading a successful married/general Life
- ✓ Learn a skill like Sewing, Knitting, Cooking and sharing a useful tip or recipe
- ✓ Hold a fun day to involve elderly in fun activities (e.g., Mushairah, parcel games etc.)

These are only suggestions, other activities can be planned according to the Majlis needs.

Together with holding meetings, other means can be adopted to help the elderly and construct a stronger bond between the youth and the elderly members. Following are possible ideas:

- Make a meal and visit an elderly, sick, or widowed person in the Majlis and just have a fun evening together. Write down their history. Just talk to them, ask them questions, and record their answers. Tell them about yourself.
- Help an elderly person by picking up their medicine, retrieving their paper, helping them with grocery shopping, taking them out etc.

Please note, Youth members going for visits should be accompanied with at least one mature lajna of the Majlis (e.g sadr lajna, KK secretary, or members appointed by Sadr lajna)

Please make sure to provide details of your work in every monthly report



Khidmat-e-Khalq Monthly Planner

OCTOBER 2014
UNTIL
SEPTEMBER 2015

October

**Domestic
violence
awareness**

January

**Food bank
Collect non-
perishable
food for local
food banks**

November

**Contact local
veterans/care
homes OR
fundraise for
poppy appeal
through
selling poppies**



February

**Fundraising
event for
“ADOPT A
VILLAGE”**

December

**Visits can be
made in which
food and other
gifts can be
taken along
with
introduction of
Jamm’at**



March

**Fundraisin
g event for
“ADOPT A
VILLAGE”**

APRIL

**Serving the
Environment
Awareness**

**Inform Iajna
about
recycling,
planting
flower plants
in homes,
local mosques
etc..**

July

**Give
presents/food
to neighbours
/hospitals/car
e homes etc
on the
occasion of
EID**

MAY

**National
Meena Bazaar**

**Assist the
Handicraft
secretary
within your
majlis for the
national
Meena Bazaar**

August

**Encourage
members to
volunteer
their
services for
Jalsa Slana
UK**

JUNE

**Food bank
Collect non-
perishable
food for local
food banks**

September

**Collect non-
perishable
food for
local food
banks**





Other activities suggestions for Khidmat-e-Khalq secretary

- Join forces with Tabligh secretaries and visit local hospitals, hospices, old people's homes and neighbours.
- Hold coffee mornings for young mothers and Tabligh contacts and sell items made by Lajna and Nasirat.
- Organizing Lajna groups for blood donations, possibly at a time when men may also be going, to cover conveyance.
- Khidmat-e-Khalq should make a Rota for the cleanliness of local Mosques and salat centers e.g. per family or halqa.
- Teaching and serving Holy Quran. Lajna members with correct pronunciation of Holy Quran can hold classes to improve the pronunciation and to teach translation to Lajna and Nasirat (especially near the time of Ijtemas)
- Organize ladies to buy and wrap gifts for the needy, neighbors and Tabligh contacts at special times of the year e.g; on Eid .

Humanity First “LEARN A SKILL” Project



OCTOBER 2014-MARCH 2015

For this year, Lajna Ima'illah UK is aiming to help Humanity first project **“Learn A skill”**. Humanity First is running **Six Sewing Skills** centres in Burkina Faso, Mali, Sierra Leone and Benin. This is most popular with women who are taught basic sewing, advanced tailoring and embroidery. Students either go on to work in factories or establish their own tailoring business from home. Some are even establishing their own boutiques and are considering foreign export of their goods.

Lajna can raise funds for the project through holding stalls, raising awareness amongst Lajna and Nasirat.

The funds raised should be given to the finance secretary who will enter the amount on lajna receipt under Khidmat-e-Khalq.

Fundraising

National Charity; Refuge

April 2015 - September 2015



For this year's national charity, Lajna Ima'illah UK is aiming to raise funds for the charity "**Refuge**"

Refuge is committed to a world where domestic violence is not tolerated and where women and children can live in safety. They aim to empower women and children to rebuild their lives, free from violence and fear. They provide a range of [life-saving and life-changing services](#), and a voice for the voiceless.

Please visit www.refuge.org.uk for further information.

Lajna can fundraise for the project through holding stalls, raising awareness amongst Lajna and Nasirat.

The funds raised should be given to the finance secretary who will enter the amount on Lajna receipt under Khidmat-e-Khalq.

Funds Information		
Fund Name	Used for	Notes
Sadqa	To the needy who are less fortunate and require assistance	
Nusrat Jehan Reserve Fund	For the welfare of African countries	
Darvesh Fund	For Darveshan-e-Qadian: 313 Ahmadi Muslims, who stayed in Qadian, under precarious conditions, to safeguard the sacred places, at the same time of partition of the Indian Sub-continent	
Byutul Hamd Scheme	To provide free accommodation to poor and needy families	Can be given as Sadqa, donation or gift.
Yatama Fund	For the caring of orphans	Can be given as Sadqa, donation or gift.
Maryam Shaadi Fund	To help needy families to help families with the expenses of the marriages of their girls.	
Sayyedna Bilal Fund	To help the Families of Martyrs of Ahmadiyyat	
Tahir Foundation	Honour and carry on the works of <i>Hadhrat Khalifatul Masih IV (ra)</i>	

VOLUNTEERING CONTACT INFORMATION



- To find volunteering opportunities near where you live, search the National Volunteering Database at: <http://www.do-it.org.uk>. Enter your postcode, and choose the type of work you want to do. The places which are nearest to your home will appear first.
- Information may also be obtained from the regional websites of the volunteer bureaux or centres:
England: <http://www.volunteering.org.uk>
Wales: <http://www.volunteering-wales.net>
Scotland: <http://www.vds.org.uk/volunteercentres>
Northern Ireland: <http://www.volunteernow.co.uk>

- Timebank

TimeBank is a charity which runs volunteering projects and matches UK residents to volunteering opportunities. Note that you must already be living in the UK. For further information, see: <http://www.timebank.co.uk>.

