
LAJNA IMA'ILLAH UK

Tarbiyyat Journal & Planner



created by *Lajna Imai'illah Tarbiyyat Department UK*

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

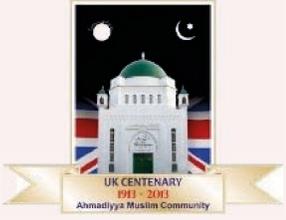
I bear witness that there is none worthy of worship except Allah. He is one and has no partner, and I bear witness that Muhammad (saw) is His servant and His Messenger.

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.



**LAJNA IMA'ILLAH
UNITED KINGDOM**

IN THE NAME OF ALLAH, THE GRACIOUS AND EVER MERCIFUL

LAJNA IMA'ILLAH UK

AHMADIYYA MUSLIM WOMEN'S ASSOCIATION

Dear Sisters,

Assalaamu Alaikum,

In the name of Allah the Almighty we present to you the Tarbiyyat Training Journal and Planner to help you in your new role as Tarbiyyat Secretary. The journal has been developed to provide you with clear guidance on the role and responsibilities of a local Tarbiyyat Secretary. We aim to highlight the main points that you will need to take into account when planning how to fulfil your duty.

The journal provides you with a dedicated place to assist you with planning, presenting information in preparation for your tarbiyyat classes, meetings or workshops. It will also enable you to reflect upon your efforts and the impact it is having on your local members. A key aspect of your duty is to establish and maintain contact with your local members under the guidance of your local sadr sahiba.

A successful secretary is able to consistently approach each member with sisterly love, compassion and empathy and will be recognised as reliable and a good source of support. It is vitally important that you are exemplary in your tarbiyyat and are able to demonstrate good moral attributes in your day to day life.

The role of the Tarbiyyat Secretary is not easy but the hard work that you will undertake will, inshaAllah, be instrumental in supporting members in their efforts to improve.

Yours sincerely

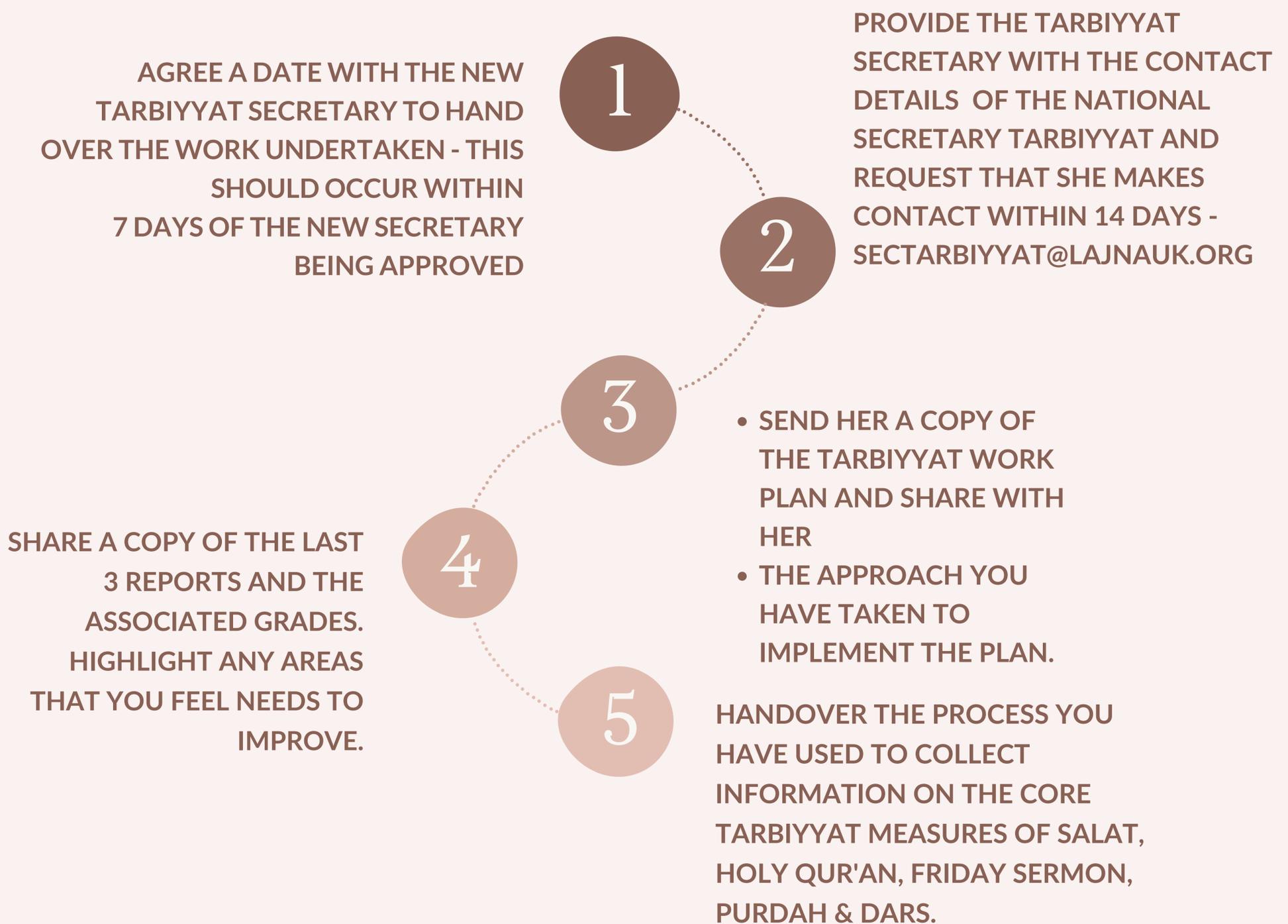
Wasalaam

Mrs Michelle Rahman

Serving as Secretary Tarbiyyat Lajna, Ima'illah UK

HANDING

Over to New Tarbiyyat Secretaries



When a new Tarbiyyat Secretary is selected it is vitally important that a handover of work undertaken is carried out. This should occur within 7 days of approval of the new secretary. The outgoing secretary should make every effort to ensure a handover meeting is scheduled and completed.

The purpose of this page is to remind secretaries of what should be included in the handover.

01



ROLE & RESPONSIBILITIES
OF A TARBIYYAT
SECRETARY

02



CALENDAR PLANNING

03



FRIDAY SERMONS

04



WORKSHOP PLANNING

05



MONTHLY REVIEW &
REFLECTIONS

06



RESOURCES



ROLE

&

RESPONSIBILITIES

1.1 RESPONSIBILITIES OF A TARBIYYAT SECRETARY

First and foremost heartfelt dua.

قَالَ رَبِّ اشْرَحْ لِي صَدْرِي ﴿٢٦﴾
وَيَسِّرْ لِي أَمْرِي ﴿٢٧﴾
وَاحْلُلْ عُقْدَةً مِّنْ لِّسَانِي ﴿٢٨﴾
يَفْقَهُوا قَوْلِي ﴿٢٩﴾
وَاجْعَلْ لِّي وَزِيرًا مِّنْ أَهْلِي ﴿٣٠﴾

'My Lord, open out for me my breast, 'and ease for me my task, 'And loose the knot of my tongue, 'That they may understand my speech, 'and grant me a helper from my family. '

Surah TaHa (20:26-30)

رَبَّنَا آتِنَا مِن لَّدُنكَ رَحْمَةً وَهَيِّئْ لَنَا مِنْ أَمْرِنَا رَشَدًا
رَبِّ اشْرَحْ لِي صَدْرِي وَ يَسِّرْ لِي أَمْرِي

'O our Lord! Bestow on us Your mercy, and guide us to success in our affair. O My Lord, open up for me my heart (increase my understanding) and ease for me my task.

(Prayers of the Holy Prophet (saw))

Every secretary should develop the intentional habit to turn to Allah with humbleness and humility before starting any task.

To pray that Allah guides her to fulfil her role and responsibilities and to not become complacent in her efforts.

To pray that Allah enables her to undertake her duties with sincerity, dedication, honesty and loyalty. To serve with love and empathy.

Addressing Lajna at the National Ijtema of 2015, Hadhrat Khalifatul Masih Al Khaamis, beloved Hazoor aba said that 'First and foremost, it is the duty of the Jama'at and Lajna office bearers to spiritually and morally reform themselves. Only if they pay attention to this can they ensure the tarbiyyat and moral training of other Ahmadi Muslims and set an example for others to follow. However, if office bearers do not uphold the correct standards it will negatively impact the entire Jama'at'.

1.2 WHAT IS TARBIYYAT?

To understand the role of Tarbiyyat Secretary it is vital to understand what tarbiyyat actually means - it is the bringing into action the Islamic teachings of the Holy Qur'an and Sunnah. It is the life-long training workshop of developing the Islamic moral code of how to practice an Islamic lifestyle by adhering to the commandments of faith and continuously trying to build upon sturdy foundations. It is to pause and reflect at every opportunity for ourselves first and foremost. To develop such self awareness; how we may improve ourselves through the guidance seen in the blessed Sunnah and traditions of the Holy Prophet Mohammed, may peace and blessings of Allah be upon him, all whilst navigating the modern-day life, with guidance from the writings of the Promised Messiah (as), on whom be peace, and through obedience to the institution of Khilafat. It is only then can we truly understand the true role and purpose of a Tarbiyyat Secretary.

1.3 CONSTITUTION

1) Secretary Tarbiyyat shall constantly try to inculcate Islamic morals in the members of Lajna Ima'illah.

How to implement;

the key word is to 'TRY', not through forceful dictation, but to encourage and lovingly guide. Secretaries should not be embarrassed to clarify the high standard of tarbiyyat expected of an Ahmadi Lajna nor be afraid to gently repeat themselves regularly. By acknowledging that it is a process from varied starting points, attention should be focussed on self-improvement in-order to progressively improve and not be in comparison with others.

Secretary should not target individuals in front of others, instead, collective discussions with both common and theoretical scenarios can be used to guide and remind Lajna of Islamic principles.

Lajna of the Ahmadiyya Muslim community are expected to observe and participate in the basic fundamentals of their faith. Salaat is an obligation of which one must strive to improve and develop and not be simply satisfied by performing it as a ritual.

Islamic morals are laid out in the Qur'an which should be read with an intention to understand and act upon its commandments. The observance of Islamic purdah and modesty runs much deeper than wearing a scarf and coat and should be discussed in the context of how it promotes morality.

As humans we are designed for connection and so listening to the guidance of our beloved Khalifatul Masih aba in his weekly sermons is imperative to develop Islamic morals to lay the foundation of how families and local Jama'ats deliver their tarbiyyat guidance of how to navigate modern society according to Islamic morality.

Beloved Huzoor (aba) has set the following tarbiyyat targets for each member of Lajna

Ima'illah these are to achieve:

- 100% of salat
- 100% of recitation of the Holy Qur'an
- 100% of watching the weekly Friday sermons
- 75% of households should participate in Dars using the book writings of the Promised Messiah (as) and Ahadiths.

2) It is the responsibility of Secretary Tarbiyyat to view and assess all types of Tarbiyyati issues; moral, spiritual and cultural

How to implement;

It is ESSENTIAL to work closely with your local Sadr Sahiba. She has access to all the necessary and relevant information from all local departments which can assist her in understanding both the strengths and challenges facing her local Lajna sisters. Once target areas are identified, Secretary Tarbiyyat can propose a plan of action to be delivered through interactive workshops and individual support with particular focus and attention on the Core Tarbiyyat practices (offering Salaat, reciting Qur'an, listening to Jumuah Khutbas, observing Purdah and regularly engaged in local Dars) in addition to the challenges facing local Lajna. If there is any difficulty in addressing challenges, it is always best to seek guidance leading to action rather than ignoring the issue.

3) Secretary Tarbiyyat shall try to promote observance of Purdah amongst Jama'at ladies and take notice of any tendency against it, and take necessary measures to that such tendency do not take root amongst Jama'at ladies.

How to implement;

Firstly Tarbiyyat Secretaries have to try their best to lead by example and be a role model in ALL spheres of Purdah. They are to remind Lajna that the concept of Purdah is more than the covering of one's head and to explain its meaning in regards to speech, actions and physical covering both inside and outside the home. Secretary Tarbiyyat is to encourage Lajna by promoting the benefits of observing appropriate Purdah at weddings and in wider society at work and online/social media.

Secretary should take the time to assess the current baseline of her Lajna to then tailor the appropriate talking points, discussion scenarios and workshops aimed at improving those aspects of purdah which are relevant.

4) Secretary Tarbiyyat shall take necessary measures so that unislamic practices and unhealthy customs may not find their way into the Jama'at ladies.

How to implement;

Secretary Tarbiyyat should try to frequently assess and regularly remind Lajna what the true Islamic practices are referenced from the Holy Qur'an and practical examples from the Sunnah eg Salaat & circumcision. Secretary Tarbiyyat should seek to eradicate unislamic customs that may have been passed down through the generations in addition to any unislamic customs that have begun to creep in due to the cultural trends and practices in the modern day. Secretary should remind Lajna of the Islamic practices and customs to celebrate joyous occasions, festivals and mourning. Our beloved Khalifatul Masihaba has commented upon an array of unislamic practices and customs that have threatened to take root within the community and warned against them in his Friday Sermons and other noticeable addresses. Extracts, clips and quotes from these should be used and Lajna should be reminded and guided towards listening to relevant addresses to refresh their memory in order to act upon his instructions.

TARBIYATI MEETINGS OF MAJALIS AND HALQA FROM CONSTITUTION

As far as possible, one or more than one meeting should be held every month for which interesting educational and Tarbiyyati programmes should be prepared.

How to implement; It should be noted that the role of Secretary Tarbiyyat is not to be confined to General meetings. Tarbiyyat entails our everyday actions stemmed from our beliefs and understanding of how to put Islam into practice. Secretary Tarbiyyat should liaise with her Sadr Sahiba to familiarise themselves and agree upon the area/s to be covered. Secretary should make a list of all the actions needed to successfully deliver each programme, which encourages participation in a friendly, non judgemental atmosphere that promotes an approach to learning through shared collective experience. A plan should be made according to how much time tarbiyyat will be allocated for the general meeting and smaller halqa groups. An assessment can then be made to how frequently you require conducting separate specific tarbiyyati programmes according to the local needs.

1.4 GETTING TO KNOW YOUR LAJNA

So how can Tarbiyyat Secretaries fulfil such a wide scope of responsibilities?

It can be quite overwhelming, but it is essential that she has a close working relationship with her Sadr Sahiba.

Rest assured, by setting goals, prioritising on areas of focus with small actionable tasks, you will start to see the positive impact upon your Lajna's attendance, participation and self reformation habits when you pray, plan and focus on solid foundations rather than information overload.

Through this teamwork, it will assist Secretary Tarbiyyat's approach in developing individual relationships with her Lajna in order to support and guide them.

So then its time to think...Who are my Lajna?

By knowing the (approximate) make up of your Lajna, this will enable you to support and plan workshops according to the needs of your Lajna.

There are so many factors to take into consideration when planning Tarbiyyat activities.

Here is just one EXAMPLE, focussing on improving attendance.

30% of your Lajna are elderly

a consideration might be;

*assess current access to meeting attendance (do they have access to transport/internet & if not, notify your Sadr and present your ideas)

20% of your Lajna are working/have under 7s

a consideration might be;

*assess if there are currently enough Tarbiyyat sessions during the month which are either in the evenings or weekends to facilitate improved attendance.

10% of your Lajna are students

a consideration might be;

*organising regular meetings at convenient times discussing Islamic teachings covered in Friday sermons and syllabus which are highly relevant to them.

40% of your Lajna are not regular in attendance

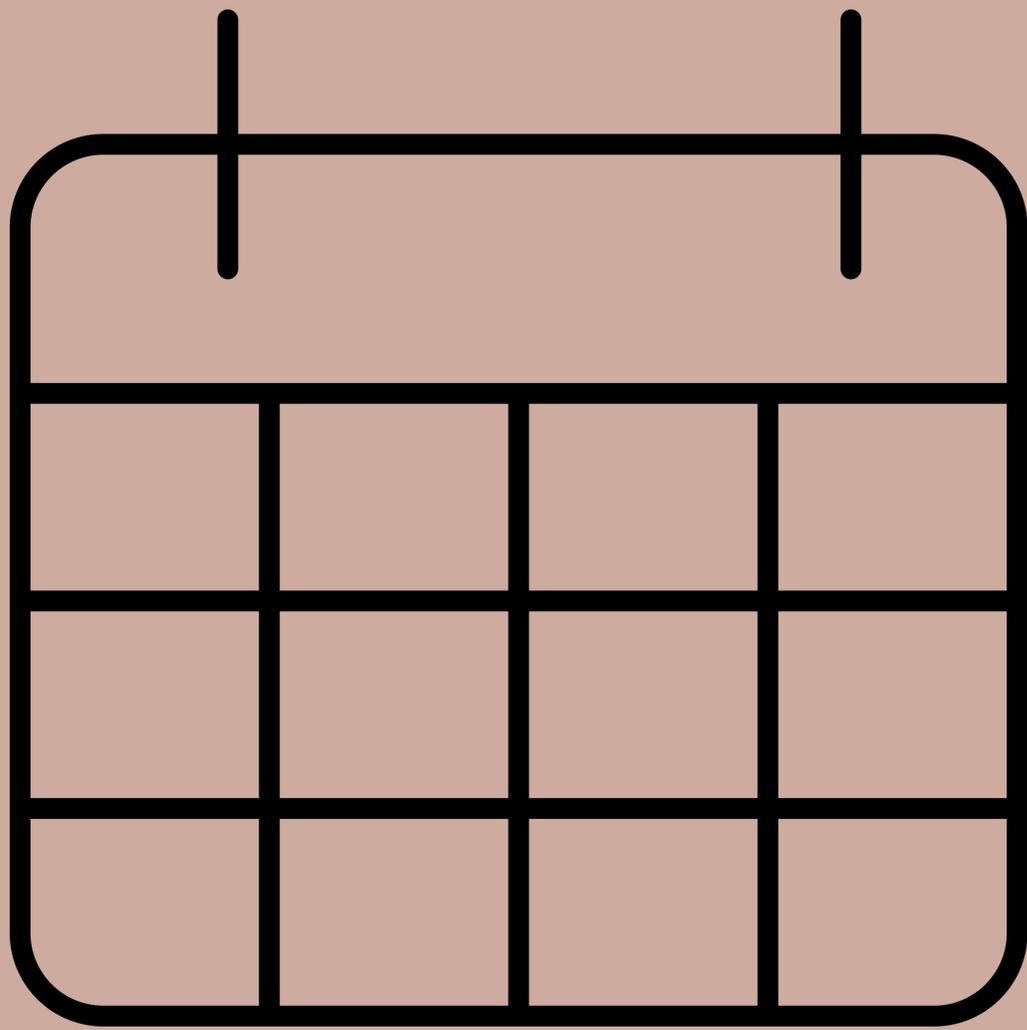
a consideration might be;

*Approach your sisters with love. Always greet with peace and a smile. Do not pry or ask why they don't attend. Instead, tell them they are missed and their presence and company is valued. Ask when is the best time for a catch up and get to know them by offering to share a bit of yourself and your time before having an expectation on them. Remind them that support, strength and blessings comes from unity and congregation for the sake of Allah.

1.5 REPORTS

The purpose of reports are generally twofold. They are to show the centre what actions and programmes the secretary has done in regards to tarbiyyat and to demonstrate the effect these activities have had upon her lajna over a period of time (measurable positive impact and improved tarbiyyat).

Activities include all individual and collective efforts made by the Secretary Tarbiyyat to guide and remind Lajna of the importance of striving to continuously improve one's tarbiyyat – the practical demonstration of Islamic teachings.



CALENDAR PLANNING

2.1 MAKING A TARBIYYAT PLAN

A successful Tarbiyyat secretary will make a plan of what she proposes to do each month. She will present this to her local Sadr Sahiba for approval. It will then be agreed what is the best course of action for all local Lajna, and how it will fit into the proposed calendar for all departments.

A Tarbiyyat secretary should be in frequent contact with her Sadr Sahiba to maintain regular updates of the availability within the local calendar to plan weeks/months ahead for Tarbiyyat classes and workshops in addition to potential time slots within monthly general meetings.

A Tarbiyyat secretary should seek to be in personal contact with her Lajna and enable them to have access and experience workshops, classes and Friday sermon reflections.

A Tarbiyyat secretary must make time to plan ahead of her activities in order to maintain a clear focus on her long term goals, the tasks she must complete and prioritise in order to achieve the Tarbiyyat expected from Lajna Ima'illah.

PRIORITIES THIS MONTH

PRIORITIES NEXT MONTH

2.2 MONTHLY PLANNING PAGES

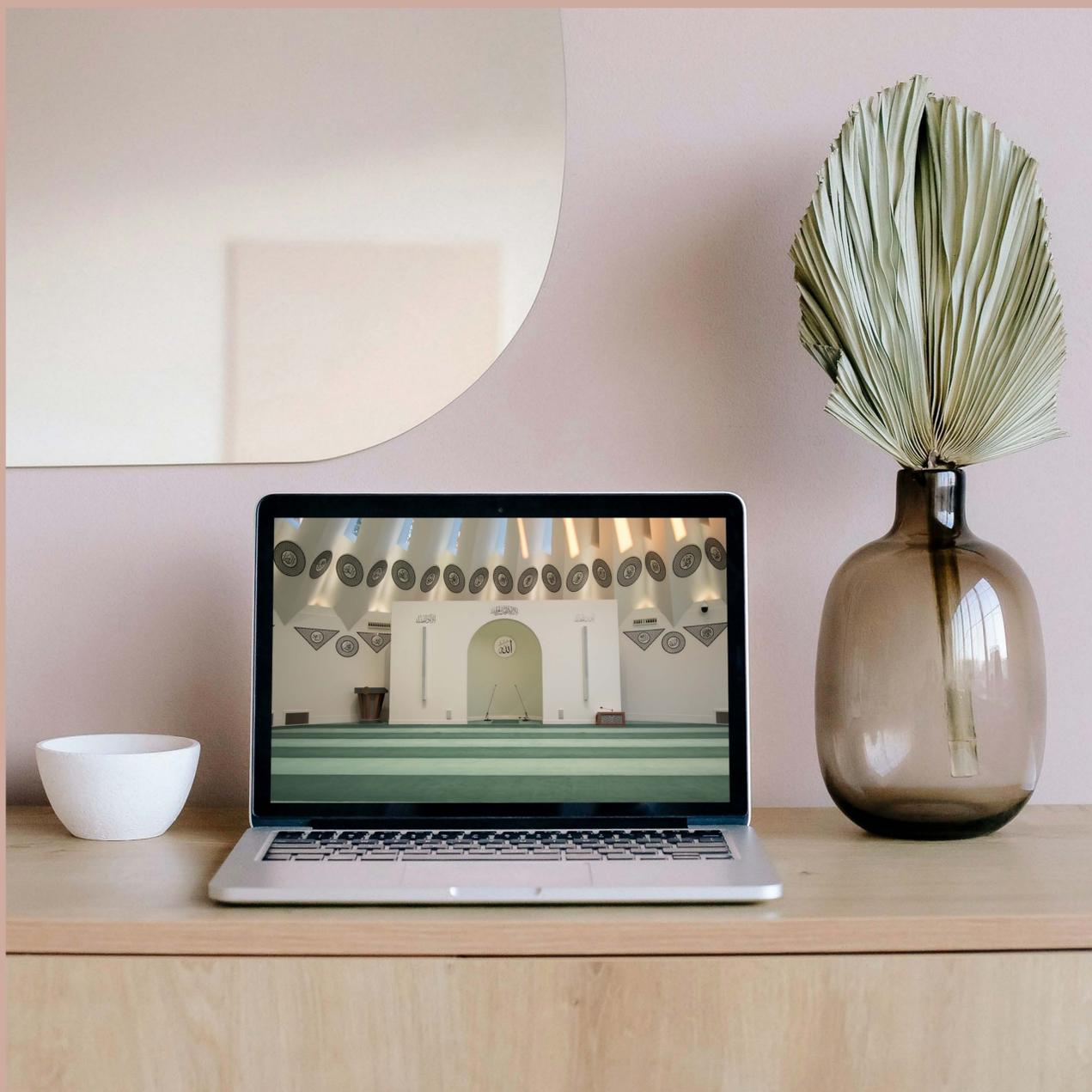
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NOTES



FRIDAY SERMONS

3.1 ENGAGING WITH FRIDAY SERMONS

One of the targets of the Tarbiyyat Secretary is to help Lajna members engage with the Hazrat Khalifatul Masih's Friday Sermon. Secretaries can encourage members to listen to the Friday Sermon. The Friday Sermons are full of advice and tarbiyyat points that can be discussed with members to gain a deeper understanding of Huzoor's words. The latest Friday Sermon can be covered, as well as other past Friday Sermons related to the topic that they wish to discuss.

Examples of engaging with the Friday Sermon

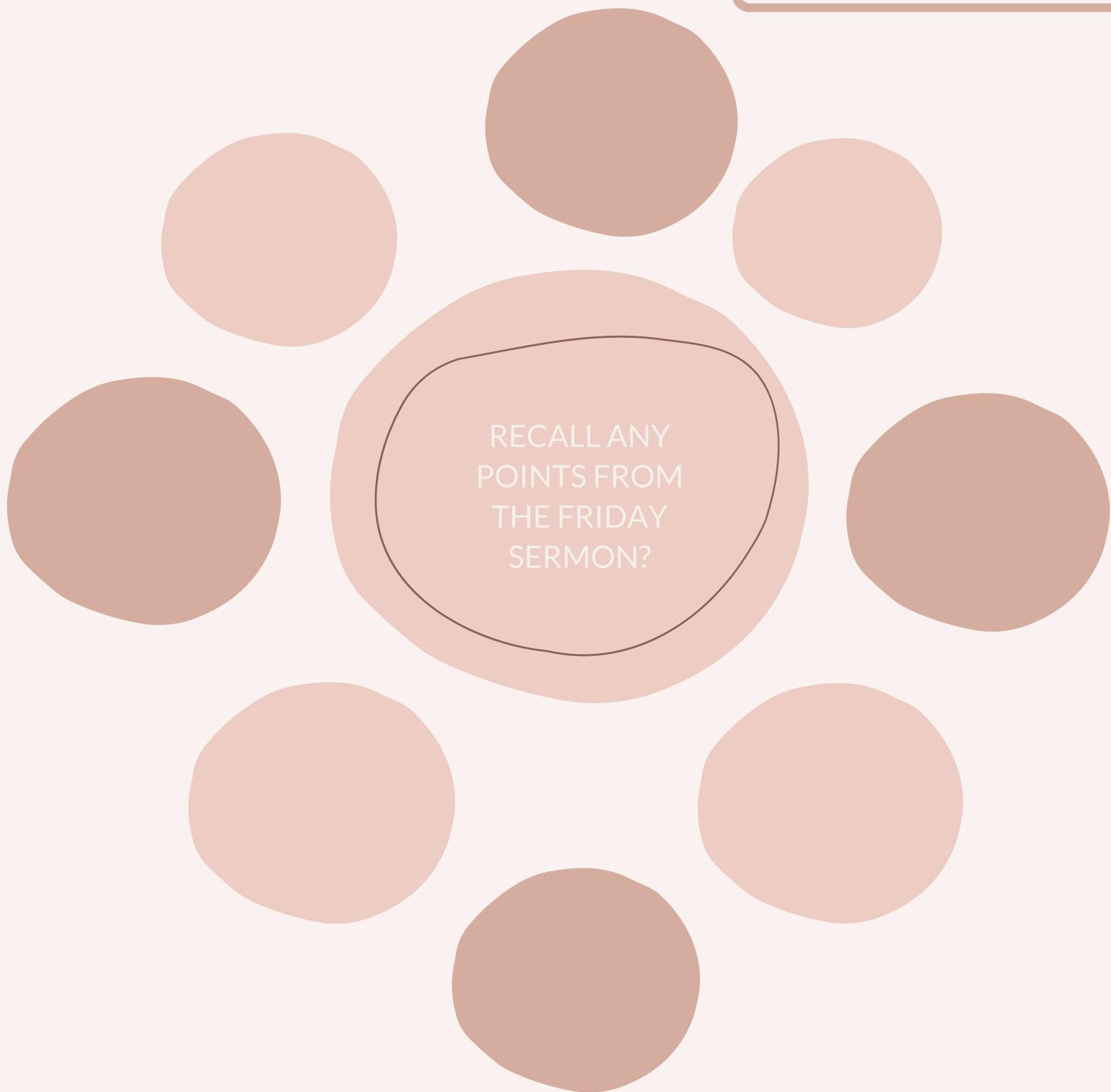
There are different ways in which a secretary may wish to do this. Some examples can be:

- Reminders and follow up messages
- Summaries and links to the audio/video
- Extracted quotes and links to publications such as Al-Hakam which publish English text as well.
- Ask members to send them one point from the Friday Sermon,
- Hold quizzes to cement learning and understanding.
- Discuss Friday Sermons with their members

FRIDAY SERMONS

TEMPLATE

What prayers has Huzoor (aba) mentioned today?



QUESTIONS

FRIDAY SERMONS

TEMPLATE

Any mention of deceased or closing remarks

Reflections Points

What have learnt today?
What points can I take from today's Sermon to apply to my life?
Can I commit to my own self-improvement following today's discussion on the Friday Sermon?

Any instructions



Prayers

3.2 USING A TARBIYYAT TEMPLATE

Many Friday Sermon summaries and plans have been provided by the centre. A template can also be a useful tool to maintain the focus on Tarbiyyat related learning objectives. This can be filled out by the secretary individually before a meeting for example, and/or during the meeting together.

How to implement;

1. Think of what prayers Huzoor (aba) has mentioned in the Friday Sermon
2. Recall what was said, any content and points
3. Highlight current issues related to the news etc
4. Think of how these points can relate to us today
5. Draw out Tarbiyyat points from the News item, use the Friday Sermon to identify how the tarbiyyat items can be addressed.
6. What were any closing marks?
7. Any instructions Huzoor (aba) has given
8. Again, prayers mentioned by Huzoor (aba). This is at the beginning and the end to help all of us remember.
9. There is also a section for secretaries to record any questions they might want to ask their Lajna



WORKSHOP PLANNING

4.1 PLANNING OUTLINE

This is a brief outline summary to assist Tarbiyyat Secretaries to consider all necessary elements that are needed in order to facilitate a successful workshop with lasting impact. Each Secretary may consider additional tasks which enable their local Lajna to take full benefit from the content.

Planning your topic

- Topics should be taken from Lajna Workplan and Friday Sermons
- Read the material carefully and make notes relevant to desired Tarbiyyatti outcome
- Seek clarification from local Sadr Sahiba if something is unclear
- Select Quranic verses to provide substance to your topic
- Priorities for action
- Identify trustworthy members to assist you who have been approved by your local Sadr Sahiba
- Plan your approach to running (shorter) workshop sessions in general meetings based on Friday sermons
- Plan your approach to implementing Core Tarbiyyat Measures and Parenting Workshops (longer/separate from General Meeting Tarbiyyatti workshops)

Learning Outcomes

Carefully plan your content and delivery based around a specific goal with defined learning objective in mind

eg

A particular Quranic teaching, a Hadith saying or Sunnah of the Holy Prophet (saw), an explanation of the Promised Messiah (as), or guidance from Huzoor (aba) and how we can implement this in our daily lives

Prepare a feedback form which can facilitate a deeper understanding of learning outcomes have been achieved in order to review approach to planning content and delivery.

4.1 PLANNING OUTLINE

What does good planning and delivery look like?

- The key to success is continuous interaction
- Facilitate the discussion by asking questions
- Avoid death by PowerPoint
- Keep Learning Outcomes in mind
- Gather feedback to assess impact and success
- Agree a date for next study circle

Workshop preparation

- Arrange a date, time, venue and topic
- Contact members 10-14 days in advance
- Send reminder email or text 5 days before
- Arrange workshops around prayer times
- Ask for help, particularly from student members

Running workshops

- All members should be encouraged to attend and take part
- Methods to encourage discussion; ask questions; what do you think? How would you feel?
Give me an example of a time when ...
- Have answers and follow-up questions prepared
- Use PowerPoint slides and notes as a reference, do not read them out
- Do not slip into student-lecture mode
- Maintain an informal, relaxed environment
- Account for varying degrees of knowledge between members



REVIEWS & REFLECTIONS

5.1 WHAT HAVE YOU DONE THIS MONTH?

These pages are for Secretary Tarbiyyat to review their personal actions taken in their roles as local Tarbiyyat Secretary and assess their efforts towards improving the key tarbiyyat areas and locally relevant tarbiyyat issues, levels of lajna attendance and engagement, in addition to areas requiring improvement.

Secretaries should take the time to both self assess and seek feedback

5.2 WHY REFLECTION IS IMPORTANT?

Taking the time to reflect is essential for personal growth. When reflecting upon the month's outcomes, local Secretary Tarbiyyat will gain greater clarity to assist planning actions for the weeks and months ahead.

Questions a Tarbiyyat Secretary may ask themselves;

- How much did I turn to Allah's Tawakkul and sincerely pray for your Lajna/success of your workshop?
- How effective were my methods to maximise attendance?
- Did I seek feedback about my content and delivery?
- Did I set myself a personal tarbiyyatti improvement to focus on?
- Did I achieve this month's goals? How can I progress?

5.3 WHY IS FEEDBACK IMPORTANT?

Using feedback from meetings/workshops, Secretary Tarbiyyat can assess how effective their actions were, such as the impact of personal 1-1 contact with her local lajna outside of meetings & promoting more interactive group discussions within meetings to enable deeper understanding of content.

- Thoughts to consider may include;
- What issues have come up on the feedback surveys?
- Where have there been successes/breakthroughs/improvements?
- What can I do to facilitate areas for improvement?

5.2 WHY REFLECTION IS IMPORTANT?

Secretary Tarbiyyat should consider the following in order to make a self assessment to assess their Impact;

- What method of feedback do you use?
- How much feedback do you receive?
- What was the feedback?
- What areas for improvement are highlighted in the feedback?

NOTES

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RESOURCES

6.1 HOW TO RESEARCH ONLINE

The Jama'at has a wealth of resources online for secretaries to access.

Secretaries should create their own resource pack where they can have quick access links to relevant online pages to view our literature, videos and Friday Sermon archives. This enables a direct reference point to help plan and facilitate a Tarbiyyat Secretary's presentations, discussions and workshops when using reference material from outside the syllabus.

This locally created resource bank also enables a smooth handover from one Tarbiyyat secretary to another and facilitates part of the training of the secretary's role during the transition process.

1. Search for topic on Al IslaM : www.alislam.org

Use the search functionality, to search for your topic using quotation marks. For example, "tarbiyyat". Here you will find resources that mention the topic, this may be a Friday sermon, speech, faith matters, previous question and answer sessions etc.

2. Searching for a topic in a Book

If you are searching for a subject, for example "prayer" and you know the book it is in. Try using the 'find' functionality in the pdf version of the book. See example below:

Here you can see that after searching for 'prayer' in the book Essence of Islam, there are 5 matches for the topic 'prayer'. This will help you to find your subject matter much quicker.

However, it is advised that you read the whole section of that chapter to understand the context of the topic. You can find pdf version of Jamaat literature in the Library section of Al Islam

3. Other Jama'at Resources

You will be able to use the above steps in the following websites:

- Review of Religions
- Al Hakam
- You Tube: Official accounts MTAOnline1, Al Islam, Ahmadiyya Muslims Community, Friday Sermon
- Holy Qur'an Advance Search
- Open Qur'an