



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Majlis Ansarullah Nederland

Administrative Handbook

2021



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Aims and Objectives of Majlis Ansarullah

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



Ansār Pledge

(Repeat this part three time)

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

(Say this part once)

Ik getuig* date er geen God is dan Allah*, de Enige*, Zonder enige deelgenoot. * En

ik getuig* dat Muhammad saw *, Zijn dienaar* en Zijn boodschpper is.

Ik beloof plechtig • dat ik mij • tot het eind van mijn leven • zal inspannen voor de versterking • en de verspreiding • van de Islam Ahmadiyyat • en voor de handhaving • van de instelling van het Khilafat *Insha'Allah*.

Ik zal ook bereid zijn • mij voor deze zaak • de grootste opofferingen te getroosten. Bovendien • zal ik al mijn kinderen aansporen • trouw te blijven • aan het Ahmadiyya Khilafat. • *Insha'Allah*.

(Say this part once:)

میں اقرار کرتا ہوں کہ اسلام احمدیت کی مضبوطی اور اشاعت اور نظام خلافت کی حفاظت کے لئے انشاء اللہ آخر دم تک جدوجہد کرتا رہوں گا اور اس کے لئے بڑی سے بڑی قربانی پیش کرنے کے لئے ہمیشہ تیار رہوں گا۔ نیز اپنی اولاد کو بھی ہمیشہ خلافت سے وابستہ رہنے کی تلقین کرتا رہوں گا۔ انشاء اللہ

- “•” in the text indicates where person leading the pledge should pause to allow members to repeat the same portion.



Departmental Goals and Objectives – 2021

Qaid / Department	Key Goals
Umumi	Increase Ansār attendance in general monthly meetings, ensure all meetings are held on a regular basis. Implementation of Shura proposals last three years.
Talim	50% participation from all individual Majlis in Quarterly Knowledge Sessions. Publish and distribute annual Syllabus and conduct knowledge sessions. Ensure membership reads the prescribed books for the year.
Tarbiyyat	Encourage 50% of Ansar to join congregational prayers every week at home, Salat Centre or Mosque. 100% regular in five daily prayers, and Friday Prayers. Ensure accurate reporting for 100% of Tajnid. 75% of the Ansar recite the Holy Quran daily. Implementation of Shura proposals last three years. (Provided by Qiadat)
Tarbiyyat, Nau Muba'in	Encourage Nau Muba'in to attend events. To teach system of Jamaat and ensure Nau Muba'in participate in the Nizam of Chanda,
Ithar	Involve all Ansar in Ithar activities especially for the “Feeding Campaign” and “Packets for Foodbanks”.
Tabligh	Distribution of 100,000 leaflets, Organise Annual Peace Conference, Encourage Majalis and Ansar to conduct Tabligh Sittings – 5 per Majlis per month individually.
Dhahanat wa Sihat Jismani	Motivate 75% of Ansar to adopt Regular Exercise and a Healthy Lifestyle. Host regular Health Sessions in every Majlis.
Mal	Increase number of Chanda paying members to 95% of Tajnid. Collect 100% of contributions for current budget.
Talim ul Quran	75% of the Ansar recite the Holy Quran correctly. Organise monthly Taleem ul Quran Classes. Organise Waqf e Aarzi trip to Spain.
Waqf Jadid Tehrik Jadid	Increase Ansar participation to 90% in Tehrik e Jadid 75% of total budget of Jama'at should be from Ansarullah (Instruction of Huzur Aqdas ^{atba} in 2010). Same for Waqf e Jadid
Tajnid	Verify contact information of members and update changes in mailing address, phone, email etc. of 100% of Tajnid. Ensure alignment with other departments and Zuama. Adhere to GDPR guidelines.
Isha'at	Publish bi-annual magazine. Monthly Newsletters. Oversee Website.
Auditor	Audit the National Accounts. Ensure compliance at a local level.
Regional Nazim e Ala	Organise events and ensure Majalis act as per guidance from Markaz.
Moavin Sadr	Oversee projects as per instructions from Sadr Majlis.



We are the Helpers of Allah

"VISION OF MAJLIS ANSARULLAH"

Remember that your name is Ansarullah, that is, the helpers of God Almighty. It means that you have been associated with the name of God Almighty, and God Almighty is everlasting and immortal so you should also try to be a manifestation of immortality. May you become the true symbol of Ansarullah, meaning that may you always uphold the institution of Khilafat and ensure that this work continues in your future generations as well. This can be achieved in two ways. One way is that your children are properly trained and love of Khilafat is inculcated in them. That is why I established Majlis Aṭfalul-Aḥmadiyya, and Majlis Khuddamul-Aḥmadiyya was instituted for the same purpose. These Aṭfal and Khuddam are your own children.

If Aṭfalul-Aḥmadiyya are properly trained, then Khuddamul-Aḥmadiyya will also be properly trained. And if Khuddamul-Aḥmadiyya are properly trained, then the next generation of Ansarullah will also be superior. I have created a hierarchy. The first stage is Aṭfalul-Aḥmadiyya, the second stage is Khuddamul-Aḥmadiyya, the third stage is Ansarullah, and the fourth stage is God Almighty.

If you provide proper guidance to your children as well as supplicate to God Almighty, then all these stages will be accomplished. If your Aṭfal and Khuddam are properly guided as well as you supplicate to God Almighty and establish relationship with Him, then there is no other place for you except heaven. And whomever is raised to heaven, he is safe in every respect. If the world tries to attack, it can only attack up to a hundred or two hundred feet at the most but cannot reach to the heaven.

Therefore, if you reform yourselves and supplicate to God Almighty, then you will establish a relationship with Him. And if you become true Ansarullah and establish a relationship with God Almighty then the Khilafat will remain among you forever, and it will last even longer than the Khilafat of Christianity.

Hadhrat Khalifatul Masih II (may Allah be pleased with him)



Annual Calendar



Majlis Ansarullah Nederland – Evenementen 2021

www.ansarullah.nl

January	February	March	April																																																																																																																																																																															
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Notes:	<ul style="list-style-type: none"> National Majlis e Amila Meetings will be held alongside the Jamaat National Majlis e Amila Meetings (Sundays) 	<ul style="list-style-type: none"> Taleem ul Quran Classes to be held on a weekly basis. Dates will be confirmed locally. 	<ul style="list-style-type: none"> Local General and Majlis e Amila meetings will be scheduled at a local level.
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Contact Algemeen Secretaris in geval van vragen.

Please visit www.ansarullah.nl for updated version.



Plans and Responsibilities

Responsibilities of a Nasir

The following is taken from the Constitution of Majlis Ansarullah as approved by Khalifatul-Masih:

8. Every male Ahmadi above the age of 40 years shall be a member of this Majlis. The members of Majlis Ansarullah shall be divided into two age groups:
 - a. *Saf Awwal shall consist of members over 55 years.*
 - b. *Saf Dom shall consist of members between 40 and 55 years.*
 An Ahmadi who does not owe allegiance to Hadhrat Khalifatul-Masih shall not be eligible for membership.
78. General meeting of a Majlis shall be held at least once a month in which members of Majlis shall participate.
122. Sadr Majlis has the power to exempt members from full or part payment of subscriptions in case of their inability to pay, provided it is recommended by the appropriate office bearer concerned.

Duties of members

190. To carry out orders of Hadhrat Khalifatul-Masih and the officers appointed by him.
191. To carry out the instructions of Sadr Majlis, Naib Sadr Saf Awwal, Naib Sadr Saf Dom and other office bearers of the Majlis.
192. To pay the prescribed subscriptions of Majlis Ansarullah. In case of financial inability, a member may obtain exemption from Sadr Majlis.
193. To regularly carry out all the programs of Majlis Ansarullah.
194. To abide by the prescribed reformative measures in the event of negligence or default.
195. It shall be necessary that all the office-bearers and members of Majlis Ansarullah are fully aware of the rules and regulations contained in the Constitution and abide by them.

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

Goal	Due Date
Observe obligatory prayers	Daily
Recite the Holy Qur'ān	Daily
Offer at least one prayer in congregation (mosque or at home)	Daily
Exercise or play sports for 30 min	Three times a week
Pay Ansār Dues or request exemption	Monthly or pay off for whole year
Participate in Talim exams	Quarterly
Keep contact information up to date	As needed
Participate in Ansār meetings, events, and Ijtemas	As needed



Responsibilities of a Qaid

Responsibilities of each Qaid are listed separately in the Ansār Constitution; numbers 134 to 161

195. It shall be necessary that all the office bearers and members of Majlis Ansarullah are fully aware of the rules and regulations contained in the Constitution and abide by them.
16. If required one or more Naib Qaids (Deputy Qaids) may be appointed in each Qiadat, who may be allowed to attend the meetings of the executive committee with the permission of the Sadr but shall not be entitled to vote.

The Qaid should:

- Lead his department as required and described in the constitution of Majlis Ansarullah.
- Report on the activities of his department to Sadr Majlis every month.
- Attend National Amila meetings, Ijtema'at, and meeting of Majlis Shura.
- Be a role model for other Ansār as well as for the younger generation.
- Act as mentor for Zuama (for implementation of all plans according to the schedule).
- Make note of the departmental budget and track departmental expenses accordingly.

A Naib Qaid should:

- Attend National Amila meeting if for any reason Qaid is unable to attend a meeting.
- Assist Qaid in discharging his responsibility.

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

Goal	Due Date	Resource(s)
Evaluate department's performance in each Majlis	Monthly	Majlis reports
Send report to Qaid Umumi	7 th of every month	
Attend Amila meetings	As scheduled	
Provide performance feedback via email to 3-4 Majalis	Every month	Majlis reports
Participate in Regional Nazims regional meeting	Quarterly	



Responsibilities of a Regional Nazim e Ala (Na'Zim e A'ala)

Responsibilities of a Regional Nazim e Ala

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

- 165. Regional Nazim e Ala shall be responsible for affairs of all Majalis in his region.
- 166. He shall preside over the meetings of Majlis Amila of his region.
- 170. He shall send a report of his activities to Sadr Majlis every month.
- 197. It shall be necessary for all Nazimeen and Zuama to attend the National Ijtema unless prior permission has been requested and granted by Sadr Majlis.

A Regional Nazim e Ala should:

- Become familiar with all Majalis in the region.
- Stay in touch with all Zuama and assist them where help is needed.
- Ensure that each Majlis submits its monthly report by the 7th of each month.
- Ensure that Centre's directives are carried out in each Majlis in the region.
- Hold a quarterly meeting with Zuama of the region.
- Visit each Majlis at least twice a year
- Appoint regional Amila if possible and obtain approval from Sadr.

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

Goal (Scope: Region)	Due Date	Resource(s)
Evaluate performance of each Majlis, and submit report for Sadr Majlis's review	Quarterly	Majlis reports
Visit each Majlis in region at least twice, attend General Meeting and activate Ansār	Bi-Annually	
Hold teleconference, or call each Zaim in region	Quarterly	
Organize Regional Peace Conference	Annually	



Responsibilities of a Zaim

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

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

Zaim should:

- 1. Hold a local Amila meeting and Ansār general meeting every month.
- 2. Implement National Plans as listed in the Ansār Handbook (or as communicated by Qaideen).
- 3. Submit monthly report of activities to Sadr Majlis.
- 4. Attend to all instructions from Headquarters.
- 5. Get to know all the members of the Majlis personally.
- 6. Establish a friendly environment in the Majlis. Arrange social events such as picnics and sports events, along with regular monthly meetings.
- 7. Assist with burial arrangements when a Jamaat member passes away. Report demise of a Nasir to Sadr Majlis as soon as possible (send full particulars).
- 8. Send report of new Bai'its to Sadr Majlis, Qaid Tabligh and Qaid Tajnid.
- 9. Train Naib Zaim and Amila members by delegating different responsibilities to them.

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

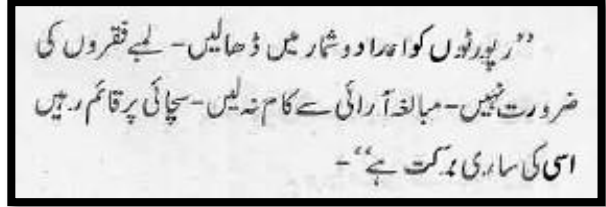
Goal (Scope: Local Majlis)	Due Date	Resource(s)
Submit Majlis report	7 th of month	Report Form
Organize Monthly General and Amila meetings	Monthly	
Implement plan to activate all Ansār.		
Visit at least one inactive member every month		
Call every Nasir	Monthly	
Participate in National Ijtema'	Annually	
Elect Shura delegates, Submit Proposals	Annually	



Zaim Guidelines

Monthly Report: Ansār office holders should submit report of activities in their sphere of responsibility. reports are collated and submitted to Hadhrat Khalifatul-Masih (May Allah be his helper) by Sadr Majlis every month. It is important to send these reports in a timely manner.

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



"Instructions for Majalis Ansarullah Pakistan, 2007 (Hida'yaat)"

Local Amila: Every Zaim should nominate Amila and submit names for approval as soon as possible if you have not done so, already. In a small Majlis more than one department can be assigned to the same person. The following table lists the roles for each Majlis.

Majlis:	Name	Date:	E-mail Address
Office / Muntazim		Phone	
Zaim			
Naib Zaim Awwal			
Naib Zaim Saf Dom			
Muntazim (Mz.) Umumi			
Muntazim. Education			
Muntazim. Moral Training			
Muntazim Training New Members			
Muntazim. Social Services			
Muntazim Tabligh			
Muntazim Health			
Muntazim. Finance			
Muntazim Waqf Jadid			
Muntazim. Tehrik Jadid			
Muntazim. Membership			
Muntazim. Publication			
Muntazim Qur'ān Education			
Auditor			



Amila Meeting: Recommended Agenda

1. Prepare and distribute agenda for the Amila meeting to the Amila members at least three (3) days before the meeting. Suggested sample agenda is given below:

Agenda for Amila Meeting

• Recitation of the Holy Qur’ān	Assigned
• Minutes of previous month’s meeting	Muntazim Umumi
• Communication from headquarters	Zaim
• Report of activities	Each Muntazim
• Plans for next month
• Other agenda items
• Date of next meeting & Silent Prayers	Zaim

** Pledge is not required in Amila meeting*

2. Keep minutes of all meetings as part of local records.
3. Minutes should be brief, and include attendance (by name), agenda, Amila’s decisions (if voting is required then note who favoured and who opposed), and status of items requiring action.

General Meeting: Recommended Agenda

1. Inform, prepare and distribute agenda for the General Meeting to the ‘members at least a week prior to the meeting. Suggested sample agenda is given below:

Agenda for General Meeting

• Recitation of the Holy Qur’ān	Assigned
• Pledge	Zaim
• Minutes of previous month’s meeting	Muntazim Umumi
• Tarbiyyat Session	Muntazim Tarbiyyat
• Taleem Session	Muntazim Taleem
• Health, Tabligh, Sessions	Associated Muntazim
• Other agenda items	Muntazim Umumi
• Date of next meeting & Silent Prayers	Zaim

2. Keep minutes of all meetings as part of local records.
3. Minutes should be brief, and include attendance, agenda, and status of items requiring action.



Local Majlis e Amila Responsibilities

1: Naib Zaim Awwal & Naib Zaim Saf Dom

Responsibilities of Naib Zaim Awwal

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

126. The powers and duties of Naib Zaim Awwal shall be those delegated to him by the Zaim.
127. When Zaim is on leave Naib Zaim Awwal shall act as Zaim and exercise all the powers of Zaim in his absence. Even during the presence of Zaim under his direct supervision and guidance his powers can be exercised by Naib Zaim Awwal.
128. Naib Zaim Awwal will not be empowered to cancel or alter the orders of Zaim while officiating as Zaim.

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Responsibilities of Naib Zaim Saf Dom

Items in this box are adopted from Majlis Ansarullah's Constitution:

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

Naib Zaim Saf Dom should also:

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



2: Umumi (General Secretary)

Responsibilities of Muntazim Umumi:

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

- 134. Muntazim Umumi shall be in charge of the office at local Majlis.
- 135. He shall see that instructions of Zaim are being carried out and remind all concerned when necessary.
- 136. He shall maintain the record of proceedings of local Majlis.

The Muntazim should:

- 1) **Communicate:**
 - a. Notify all members of the convening of Amila and general body meeting.
 - b. Carry out correspondence as desired by the Zaim.
- 2) **Maintain Records:**
 - a. Inventory of all property and belongings of the Majlis.
 - b. Names of Ansār qualified to participate in Majlis elections.
 - c. List of local Amila members and their contact information.
- 3) **Monitor progress:**
 - a. Track implementation of Majlis Amila decisions.
 - b. Obtain monthly reports from office holders.
- 4) **Report:**
 - a. Assist the Zaim in preparing Majlis activity reports.
 - b. Record minutes of the proceedings of Amila meetings and send its agenda as part of monthly Zaim report.
- 5) **Perform** all other duties that the Zaim may assign.

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

Goal	Due Date	Resource(s)	Points
Submit completed monthly report	7 th of every month		40
Hold General Meeting (online or physical)	Monthly		40
Hold Amila Meeting (online or physical)	Monthly		40
Visit members of the Majlis (2 per month)	Monthly		40
Call members of the Majlis (or Zaim) – 50% per month	Monthly		40



3: Tabligh

Responsibilities of Muntazim Tabligh

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

149. Muntazim Tabligh shall prepare all members to practically participate in preaching.
150. Muntazim Tabligh shall prepare a scheme for preaching and shall motivate the members to use all their resources to implement it.

Expectations:

- 1) Local Muntazim Tabligh should have close contact with local Jamaat Tabligh Secretary to participate in Local Jamaat level Tabligh programs with a focus on the nominated **Tabligh Days**. Number of Ansar participation, hours spent, and brief description of activity should be reported in monthly report.
- 2) Continue the sacred task of preaching in their areas of contact, individually and collectively through fairs, stalls, exhibitions, college and university level programs.
- 3) Become familiar and utilize all appropriate local, regional, and national Tabligh resources to ensure success.
- 4) Distribute, and achieve the local leaflet (folder) distribution targets communicated via the headquarters.

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

National Goals:			
1. Increase number of Bai'its – achieve National Target			
2. Distribute 100,000 leaflets nationally.			
Local Goals	Due Date	Resources	Points
Increase number of Bai'its	Annually		50
Distribute leaflets based on target for Majlis	Monthly		100
Increase Number of Contacts per Nasir	Monthly		100
Organize two Book stalls every month	Monthly		50
Tabligh sittings (Five per Majlis, Individually)	Monthly		75
Invite guests to National Peace Conference	October 2021		25



4: Maal / Finance

Responsibilities of Muntazim Maal

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

- 142. Muntazim Finance shall organize the assessment of annual budget of all Ansār in his Majlis and shall arrange collection of subscription according to this budget.
- 143. He shall correspond with Qaid Maal on matters concerning his Majlis.
- 144. He shall present names of members who are defaulters in the payment of subscription to the Zaim and take action according to the Zaim's instructions.
- 145. He shall present annual budget of his Majlis to Qaid Maal for presentation to Majlis Shura
- 146. He shall present the income and expense statement before local Majlis Amila every month.
- 147. Every Majlis shall prepare the annual budget of its subscriptions according to the prescribed rates and send it to the Centre by the due date.

The Muntazim should:

- First pay his own Chanda (at the prescribed rate), then request local Amila, and finally request the general membership.
- Present state of finance during monthly Amila meeting.
- Regularly remind and encourage members of their Ansar Chanda obligations.
- Issue receipt(s) promptly
- Make bank deposits regularly (don't hold on to cash for more than two weeks)
- Manage expenses within budget
- Maintain records of receipt books and expenses
- Reach out to National Qaid for assistance or questions
- Ensure Regional Nazim is aware of state of local finance

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

Goal	Due Date	Resource(s)	Points
Submit Collection Report	Monthly		25
Collect Monthly Budget (100%)	Monthly		125
100% Participation of Tajnid	December 20 th , 2021		100
More than 75% of the Tajnid paying via Bank	Monthly		50



Ansar Chanda Guidelines

Chanda should be calculated on actual income after deducting taxes and mandatory insurance.

Rate for **earning members**:

- Ansār Chanda (Membership): 1% of net income, paid monthly.
- Ijtema: 1% of net income, paid once a year
- Publication: €2.50 per year
- **Rule of Thumb**: for every €1,000 in net monthly income, €10 Ansār Chanda monthly (€120 annually)

$$\text{Chanda Equation (Annual for Membership, Ijtema, Ishaat): } \text{Income} * \frac{1}{100} + \text{Income} * \frac{1}{800} + €2.50$$

Sample Chanda Rates

Monthly Net Income	Monthly Chanda	Breakdown
€1,000	€12.50	Membership: €10; Ijtema: €2.50
€2,000	€25.00	Membership €20; Ijtema €5
€3,000	€37.50	Membership €30; Ijtema €7.5
€4,000	€50.00	Membership €40; Ijtema €10.00

Best Practices

- Muntazim should inform members of their Chanda status whenever they are behind by more than 2 months.
- Review Tajnid list regularly and update plan accordingly
- Muntazim must always be respectful and avoid asking in presence of others. Also, he must maintain strict confidentiality of members' finances.
- Chanda should be paid at regular intervals throughout the year. Those who pay full year's obligation all at once should try to pay by March.
- Za'im, Muntazim Finance, and Amila members should lead by example and not be in arrears for more than 2 months.
- Efforts to collect Chanda should be documented in monthly report
- Instances of refusal to pay should be reported to Sadr Majlis through Qaid Maal.
- A receipt *must* be issued for all cash collections within one week (preferably immediately).
- Muntazim should remind Ansar to pay Chanda by ...
 - Announcing once a month at meetings and Friday Prayer.
 - Contacting privately in the mosque or by phone and E-mail.
 - If necessary Muntazim can mail letters or visit members at home after consulting with Zaim.
- Focus on participation early in the year
- Muntazim should motivate members by sharing inspirational messages from Islamic history
- Muntazim should try to establish personal relationships with members
- Request local missionary to give sermon on financial sacrifice
- Share how Chanda helps the Majlis carry out its goals



Maal Reporting

Muntazim Maal should complete below tasks once a month or more often as needed.

- Remit Chanda (cash) to Headquarters promptly:
 - Handover to Qaid Finance personally
 - Do not mail cash

Ansar Expenses

Expenses must comply with reimbursement policy.

- Expenses should be necessary, reasonable, and within approved budget,
- Local expenses must be authorized by majority of local Amila during a regular meeting where at least half of Amila members are present.
- Zaim can authorize up to €100 in urgent expenses but must present to Amila for approval at its next meeting.
- Approved categories for local expenses are Hospitality, Ithar, Tabligh, and Administration.
- If an expense will exceed approved budget (or is for a purpose other than #4 above), then Zaim is required to obtain approval from Sadr Majlis or Qaid Maal before incurring the expense.
- Routine hospitality expenses, refreshments or meals must be served in the mosque/centre. Meals consumed in a restaurant require pre-approval from Sadr Majlis.
- Expenses for Jamaat events should be funded through the Jamaat finance system.
- Regional and National expenses must be authorized by appropriate Regional Nazim or Qaid.

Reimbursement:

- Muntazim Maal, Zaim or other office holder should request reimbursement by completing voucher as soon as possible within **30 days**.
- Describe details of expenses on voucher (for example in case of hospitality, include purpose of meeting and number of members served).
- Image of receipt is required but original should remain at local majlis until end of next financial year. If unable to upload, email scanned copy or mail photocopy to Qaid Maal.



5: Talim (Education)

Responsibilities of Muntazim Talim

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

139. It shall be the duty of Muntazim Talim to propagate and inculcate the Islāmic teachings amongst the members of Majlis Ansarullah.

140. Muntazim Talim shall arrange the education of illiterate persons.

The **Muntazim** should:

1. Implement Education program to achieve the following objectives:
 - a. Promote and facilitate learning of Islāmic teachings; Promote and accelerate learning of Islāmic teachings.
 - b. Increase members' involvement in the National Talim Program and ensure at least 50% participation in the Knowledge Paper.
2. Arrange teaching of Syllabus based on 2021 Talim o Tarbiyyat Syllabus.
3. Arrange teaching of books of the Promised Messiah ^{as} or books written by Khulafa Ahmadiyyat based on the Annual Syllabus.
4. Encourage Ansār to prepare for educational competitions at the local, regional, and national Ijtema'at.
5. Encourage those Ansār to learn Dutch as a second language who do not know Dutch very well.

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

Goals	Due Date	Resource(s)	Points
50% of Tajnid complete the Knowledge Paper.	Quarterly	http://ansarullah.nl/	100
50% of Tajnid are reading the allocated books.	Monthly		100
Encourage Ansar to participate in the Central / Majlis Knowledge Session	Monthly		100

Additional Information or Guidelines

- Please refer to the online Syllabus for specific guidance.



6: Talim-ul-Qur'an

Responsibilities of Muntazim Talim-ul-Quran

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

158. Muntazim Talimul Qur'an shall motivate members to learn reading and recitation of the Holy Qur'an with correct pronunciation and teach it to others.
159. He shall urge members to participate in Waqf e Aarzi in teaching the Holy Qur'an.

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The Muntazim should:

The Muntazim should:

1. Lead by example – follow the program for education of the Holy Qur'an.
2. Inculcate love of The Holy Qur'an amongst Ansār , encouraging members to:
 - a Recite Holy Qur'an daily
 - b Memorize prescribed verses
 - c Learn translation & commentary
3. Arrange Qur'an classes: (a) one to one (b) online
4. Make special arrangements to teach recitation on one-on-one basis for converts
5. Encourage Ansār to devote at least two weeks (per year) to participate in Waqf Aarzi for the purpose of teaching Holy Qur'an
6. Evaluate progress and report on it.

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

Goal	Due Date	Resource(s)	Points
Target 100% of Ansār reciting the Holy Quran	Monthly		100
Hold Sessions on the "Study of the Holy Quran"	Quarterly	General Meeting	25
Hold Quran Classes – online or face to face		Skype	25
Motivate a Nasir to dedicate two weeks for Waqf e Aarzi	Annually		50



Additional programs

Department of Talimul Quran plans to encourage memorization of the Holy Quran and completing the full recitation of the Holy Quran in Ramadhan. Please encourage your Ansar to participate in those programs.

- (a) Memorization of verses of Holy Quran on Quarterly basis
- (b) Completion of one full recitation of the Holy Quran during the month of Ramadhan.

Additional Information:

1. It should make it a part of monthly meetings that 5 to 10 minutes should be allocated to discuss and explain the importance of daily recitation of Holy Quran. Each presentation would include either from Quranic teachings on the subject or AHadith or from the writing of Promised Messiah ^{as} or from the sermons and writings of Khulafa Ahmadiyyat.
2. For those Ansar who need to learn the recitation of Holy Quran in Arabic or who need some help in this area, special arrangements at each Majlis should be made to handle such cases on a one-on-one basis. Ansar well versed with recitation of Holy Quran in Arabic will be requested to volunteer to teach on an individual basis to new converts.
3. Ansar should be motivated and encouraged to dedicate two weeks off their time for Waqfe Aarzi. This could be done locally, or abroad (with permission)
4. Ansar brothers who will achieve the optional goals of memorizing allocated verses of Holy Quran or complete the revision of Holy Quran with its translation and commentary will be recognized either by certificates or by sending their names to Huzur Aqdas ^{atba} with request for prayers.



7: Tarbiyyat

Responsibilities of Muntazim Tarbiyyat

This item has been adopted from the Constitution of Majlis Ansarullah:

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

The Muntazim should:

- Distribute weekly Friday Sermons to all members via email or WhatsApp.
- Send in number of Ansar's monthly survey regarding Ansar's participation in prayers, congregational prayers, recitation of the Holy Quran et al based on the report form.
- Encourage congregational salat through homes, salat centres and the mosque.
- Prepare well ahead for monthly meeting through efforts by self and delegated members.
- Be familiar with Talim and Tarbiyyat workbook/information to help create a dynamic meeting.
- Regularly contact inactive Ansār and invite them to auxiliary meetings, Friday prayer services, Salat centres, Mosque, etc.

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

Goal	Due Date	Resource(s)	Points
Host a "Tarbiyyat Session" on selected topics	Quarterly		50
Encourage Ansar to be regular in prayers, especially congregational prayers, and to recite the Holy Quran daily. Create a focus on Tahajjud prayers.	Monthly		200
Encourage Ansar to listen to the Friday Sermon of Huzur Aqdas on a weekly basis	Monthly	MTA	50
Distribute Friday Sermons to all on a weekly basis	Weekly	Qaid Tarbiyyat	50
Submit report on level of Ansar performance	Annual	Tarbiyyat Survey	50



8: Tarbiyyat Nau Muba’i’in (Training of New Members)

Responsibilities of Muntazim Tarbiyyat Nau Muba’i’in:

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

160. Muntazim Tarbiyyat Nau Muba’i’in shall try to maintain a strong liaison with New Members and try to make them an active part of the Jamaat.

161. He shall see that new convert Ansār are enrolled as members and try that they fully become part of the Ansarullah organization.

NOTE: Nau Muba’i’in (New Members) are defined as those brothers who have performed the initiation in the preceding three years.

The Muntazim should:

- Build a brotherly relationship with new members.
- Facilitate integration of new member into the Majlis
- Update Tajnid/contact information of new members
- Evaluate new member’s progress on an on-going basis against “Onboarding Plan” (see next page)
- Regularly provide data about new member’s training needs to Qaid
- Identify and remove obstacles for new members to attend regional and national events
- Suggest/prepare new members to visit the Netherlands and UK Jalsa Salana

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

Local Goal	Due Date	Resource(s)	Points
Personally, meet, invite and facilitate each new member’s attendance at local Ansār meetings, National Ijtema and Jalsas	Monthly		100



Three-year Targets for Nau Muba'ihin

- Learned full Salat in English and/or Arabic
- Finished Qaida (Yassarnal Quran)
- Full participation in Chanda
- Regular participation at Jummah and/or Majlis Ansarullah events
- Have attended at least one National Majlis Ansarullah Ijtema

What Muntazimeen Tarbiyyat Nau Muba'ihin or Zuama should do to assist Nau Muba'ihin:

1. Provide new members / Nau Muba'ihin:
 - a. Welcome to Ahmadiyyat, True Islam by Dr. Karimullah Zirvi or associated books covering Introduction to Ahmadiyyat in Dutch.
 - b. Prayer cap
 - c. Prayer mat
2. Pair each new member with a Nasir (preferably with the one who had introduced him to Ahmadiyyat). Provide names of each pair to Qaid.
3. Ensure that new members are receiving newsletters and magazines from the Centre.
4. Give new members a tour of Jamaat's websites and show them how to:
 - a. Access online periodicals, books, and bookstore.
 - b. Browse Ansār website www.ansarullah.nl
5. Encourage new member to attend local, regional, and national events.
6. Inform about Jama'at Financial Donation System
7. Ensure that the new member has access to Talimul Qur'ān classes (local and/or on-line) Proper arrangements should be made to ensure Talimul Qur'ān needs of the new member are met. Conduct regular follow-ups.
8. Encourage new members to attend Nau Muba'ihin Event organized by Majlis Ansarullah.
9. Encourage new members to develop strong affiliation with Jamaat and Hadrat Khalifatul Masih (e.g., letter writing, attend Jalsa Salana Netherlands and UK, etc.)



9: Tehrik e Jadid

Responsibilities of Muntazim Tehrik e Jadid

This item has been adopted from the Constitution of Majlis Ansarullah:

153. Muntazim Tehrik Jadid shall motivate members of Majlis Ansarullah to participate in the financial sacrifices of Tehrik e Jadid. He shall also make the Demands of Tehrik e Jadid known to all the members.

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The Muntazim should:

- Assist Jamaat's Tehrik e Jadid Secretary with the collection of the pledges.
- All pledges should be sent to the centre by end of March.
- All Ansār should be followed-up in August and September to ensure collection targets are on schedule. Members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.
- The sacrifices of Daftar Awwal (First Register: November 1934 – October 1944) need to be re-activated. Ansār whose parents or grandparents participated in this scheme during Daftar Awwal should continue to make contributions on their behalf to keep this as *Sadqa Jariyah* (Sadqa that continues). Find Ansār members whose elders participated in this blessed register and appeal them to contribute on behalf of their elders.
- Make special efforts to increase participation of non-Chanda paying members.
- Regular Chanda paying members should be encouraged to increase their contribution to Tehrik e Jadid to 1/5th of one month's income payable in one year. For example, if one month's take home income is €1,000 then €200 should be paid for Tehrik e Jadid in one year.
- Request Ansār to encourage their family members to participate in this blessed scheme.

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

Goal	Due Date	Resource(s)	Points
95% participation from Majlis	Oct 31 st		50
Promises collected and sent to National Qaid	March 31 st		25



Tehrik e Jadid Year

The Tehrik e Jadid year begins on November 1 and ends on October 31.

Demands of Tehrik e Jadid

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

Tehrik e Jadid Registers

Khulafa Ahmadiyyat have launched new registers of Tehrik e Jadid at various time intervals (mostly 20 years) since its inception. Register periods are detailed below:

Register Number	Description	Timeframe (Years)
1	Awwal (First)	November 1934 – October 1944
2	Dom (Second)	November 1944 – October 1964
3	Soam (Third)	November 1964 – October 1984
4	Chaharam (Fourth)	November 1984 – October 2005
5	Punjam (Fifth)	November 2005 – to date

Hadrat Khalifatul-Masih V (May Allah be his helper) initiated Daftar Punjam (Fifth Register) in 2005. All children born after October 2005 and members joining Jamaat after October 2005 are in this Register.



10: Waqf Jadid

Responsibilities of Muntazim Finance

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

152. Muntazim Waqf Jadid shall motivate members of Majlis Ansarullah to participate in the financial sacrifices and other programs of Waqf Jadid.

The Muntazim should:

- Assist Jamaat Secretary Waqf-e-Jadid with collecting pledges from Ansār.
- Remind Ansār of their pledges and collection in every meeting.
- All Ansār should be followed-up throughout the year to ensure collection targets are on schedule. Members could be reminded through meetings, phone calls, e-mails or by paying them a personal visit.
- Educate Ansār of the importance of blessed Waqf-e-Jadid scheme.
- Educate Ansar to encourage their family members also participate in Waqf-e-Jadid scheme
- Encourage more Ansar to participate in the blessed scheme (Waqf-e-Jadid) especially the non-paying members.
- Encourage Ansār to pay monthly or pay off pledges early

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

Goal	Due Date	Resource(s)	Points
95% participation from Majlis	Dec. 31 st		50
Promises collected and sent to National Qaid	April 30 th		25

Waqf-e-Jadid Year

Waqf Jadid year begins on January 1st and ends on December 31st.



11: Ishaat - Publications

Responsibilities of Muntazim Publications

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

156. Muntazim Publications shall try to ... motivate members to contribute articles to [Ansār newsletters and monthly Ansarullah]
157. He shall assist Qaid Publications with the sale and distribution of books and literature, as and when required.

Expectations:

1. Ensure that Ansar in his Majlis are receiving the e-newsletter, print newsletter, and *Ansarullah* regularly. If a Nasir is not receiving either, verify with Qaid Tajnid that his address is listed correctly in Ansar Tajnid.
2. Identify potential writers and encourage them to write for Ansar newsletters and *Ansarullah*, including accounts about how they accepted Ahmadiyyat.
3. Send brief reports of significant local and regional activities and news about Ansar achievements, illness, demise, etc. to Qaid Publications.

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

Local Goals	Due Date	Resource(s)	Points
Publish local newsletter, electronically or paper based, and distribute to all Ansar	Quarterly		50
Forward reports and articles to Markaz for publication online or in magazines.	Monthly		50



12: Dhahanat wa Sehate Jismani (Health)

Responsibilities of Muntazim Health

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

151. Muntazim Dhahanat Wa Sehate Jismani shall chalk out programmes for maintaining intellectual and physical health of members.

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Departmental Goals and Responsibilities

- Provide educational material for discussion in monthly meetings
- Arrange health booths / first aid stations during National Ijtema
- Screening programs during National Ijtema
- Health related presentations during National Ijtema
- Promote, assist and coordinate efforts for Ansār to adopt healthy lifestyle including exercise, nutrition and use of health services
- Arrange coordinate, supervise and host sports at national Ijtema
- Coordinate and join local or national events organized by Jama'at or Humanity First etc.

The Muntazim should:

- Arrange Health Presentations in local monthly meetings, encourage Ansar to lead a healthy lifestyle.
- Organize sports events for Ansar locally.
- Encourage Ansar to join the National Foreign Trip

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

Goal	Due Date	Resource(s)	Points
Strive to get members to exercise at least 3 times a week	Monthly		100
Organise "Healthy Living" Sessions	Quarterly	General Meeting	100



13: Ithar – Service to Humanity

Responsibilities of Muntazim Ithar

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

148. Muntazim Ithar shall chalk out programs in order to sympathize with Allah's creatures, to serve them and to work for their welfare and shall ask all the Majalis to act upon these programs.

Expectations:

1. Service to humanity: Identify needs in your local area and partner with organizations (if needed) to provide service to humanity.
2. The program should be focused to the local area and/or to an incident that would help the local community. These can include.
 - a. Visits to hospitals
 - b. Visits to old people homes, especially on vacations such as Christmas.
 - c. Delivering groceries and other items to elderly neighbours
 - d. Participate in Street Cleaning Programs in the New Year
3. Report on activities

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

Local Goals	Due Date	Resource(s)	Points
Visit local schools, hospitals, old people care homes etc.	Monthly		50
Assist elderly Ahmadi brothers	Monthly		50
Organise Waqar e Amal's	Monthly		50
Assist Jamaat and other auxiliaries (Lajna, Khuddam) at the events, or at weddings	Monthly		25
Assist elderly neighbours for grocery deliveries and other needed items.	Monthly		75



14: Tajnid

Responsibilities of Muntazim Membership (Tajnid)

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

154. Muntazim Membership shall see that each Ahmadi who has attained the age of Ansarullah is included in the Membership (i.e., enrolment).
155. He shall see that complete enrolment is maintained and the system of Sa'iqin (i.e., group leaders) is established in local Majlis.

The Muntazim should:

- Maintain complete membership record of all Ansār in local Majlis.
- Maintain accurate contact information of all members (address, phone, email & profession). Changes should be recorded promptly and reported to Tajnid department
- Report membership changes in Zaim's monthly report.

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

Local Goals	Due Date	Resource(s)	Points
Periodically verify 100% Ansār Tajnid information and update centre ASAP for any changes in mailing address, phone number, email and other information <i>(points will be deducted for mail returns, email and phone call rejections)</i>	Q1 : Mar 31 Q2 : June 30 Q3 : Sept 30 Q4: Nov 30		200

Membership Guidelines

- Submit all membership changes to Qaid Tajnid
- Encourage Ansār to submit Tajnid changes directly by filling out the update form.
- Majalis will be periodically provided list of Ansar with invalid mailing address, email and phone numbers.



15: Local Auditor

Responsibilities of Local Auditor

This item has been adopted from the Constitution of Majlis Ansarullah:

162. Local Auditor shall assist National/Naib National Auditor in auditing Majalis accounts.

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Local Auditor should ensure that:

- Finance department activities adhere to internal control procedures. This relates to the collection and recording of Chanda, depositing in Ansar bank account, management of expenses.
- Income and expense items in the financial statements including unusual variances to budget and prior years are reviewed.
- Proper approval/authorization for expenditure is in effect and properly documented.
- Reports prepared are accurate and inputs of data in computer system are done in a timely basis.

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

National Goal:	Conduct Quarterly Audit of Income, Expenses, and Bank Accounts		
Local Goals	Due Date	Resource(s)	Points
Quarterly Audit Report	Every Quarter	Quarterly Audit Form	

Objectives

- Income and expense budgets are prepared in accordance with established guidelines.
- Majlis has taken reasonable efforts to collect the income budget in a timely fashion.
- Receipts are issued in a timely manner for all Chanda collected.
- Chanda collected are deposited promptly.
- Reports prepared are accurate and submitted on time.
- Funds collected are deposited into bank account or sent to Qaid Mal as per Qaid Mal's instructions.
- All of the following documents are reconciled to each other properly:
 - i) Total amount of receipts issued
 - ii) Bank deposit slip
 - iii) Report submitted online to Qaid Mal
- All expenses are in line with the approved budget, are reasonable, properly approved, and supported by the supporting documents (receipts, contracts etc).
- Make audit objectives clear to the Majlis and understand their local obstacles/problems.
- Determine if approved income and expense budgets are reasonable.
- Determine if expenses are reasonable and will genuinely cover all the activities of the chapter.



SCOPE OF AUDIT

The Audit Period is from January 1, 2021 to the ending of the month prior to the audit. Every Majlis will be required to submit quarterly audit report form included in the handbook. Randomly selected sample months (2 or 3 months) would be selected for audit.

1. Review finance department's activities to ensure adherence to internal control procedures. This relates to all financial transactions. For example, collection of dues, management of expenses, and proper maintenance of receipts books.
2. Review income and expense items in the financial statements including unusual variances to budget and prior years.
3. Ascertain that proper approval for authorization for expenditure is in effect and properly documented.
4. Review accuracy and timely input of data in computer system.

Planned Activities - 2021

- Record-keeping and audit methodology training for local auditors as needed.
- Individual Majalis in person audit (if warranted) will be determined after Qaid Maal closes out Majlis's account for 2021.



Office Matrix and Commonly Used Terms

Jamaat	Majlis		
	Ansarullah	Khuddāmul Ahmadiyya	Lajna Imā'illah
National Offices			
Amīr	Sadr	Sadr	Sadr
Naib Amīr	Nā'ib Sadr	Naib Sadr	Naib Sadr
General Secretary	Qaid Umumi	Mo'tamid	General Secretary
Departmental Secretary	Qaid (pl: Qaideen)	Mohtamim (pl: Mohtamimeen)	Secretary
Local Offices			
President	Zaim (pl: Zu'ama)	Qaid (pl: Qaideen)	President or Sadr
General Secretary	Muntazim Umumi	Mo'tamid	General Secretary
Departmental Secretary	Muntāzim (pl: Muntazimeen)	Nazim (pl: Nazimeen)	Secretary
Member	Nasir (pl: Ansār)	Khādīm (Khuddām)	
Financial Years:			
Chnada 'Ām/Wasiyat/Jalsa Salana		July 1 to June 30	
Majlis Ansarullah		January 1 to December 31	
Lajna Imā'illah		October 1 to September 30	
Majlis Khuddāmul Ahmadiyya		November 1 to October 31	
Tehrik Jadīd		November 1 to October 31	
Waqf Jadīd		January 1 to December 31	
Some common words:			
Urdu/Arabic	Dutch	Urdu/Arabic	Dutch
Chanda	Contributie	Mu'awin Sadr	Assistent aan Sadr
Dastūr Asāsī	Regelgeving	Ta'lim	Educatie
Ijlas	Vergadering	Ta'limul Qur'ān	Educatie van Qur'ān
Intikhab	Verkiezing	Tajnid	Leden
Ishā'at	Publicatie	Tarbiyat	Morele Training
Ithar	Sociale diensten	Tarbiyat Nau Muba'ī'in	Training van Nieuwe Leden
Maal	Financieel	Zehanat wa sehat Jismani	Intellectuele en Fysieke Gezondheid
Majlis 'Āmma Mulk	Nationale Majlis	Zaim A'lā	Zaim Hoofdkwartier
Majlis 'Āmma Ilāqah	Regionale Majlis	Ziyafat	Gastvrijheid
Majlis 'Āmmah Muqām	Locale Majlis		