

Friday Khateeb Guideline for Islamic Center of Kent (ICK)

1. Subject Title: Friday Khateeb Guideline for Islamic Center of Kent (ICK)

2. Purposes:

- 2.1 To provide a guideline for the khateeb delivering khutba during the Friday Jummah Prayer at ICK
- 2.2 To assist in identifying appropriate actions necessary for the effective deliberations of the khutba
- 2.3 To bring in visible impact on the community through inviting different Islamic scholars and deliberations of the key issues

3.0 PROCEDURAL STEPS:

3.1 Time management

ICK management realizes that people coming to ICK expect the Jummah prayer to finish on time so that they can get back to their work in time.

The following schedule will be maintained insha'allah:

3.1.1 Winter Season:

Khutba Protocol 1

- First Adhan: 12:15 to 12:20 pm
- Sunnah prayer: 12:20 pm to 12:25 pm
- English Bayan: 12:25 - 12:45 pm
- ICK Mgt. announcement: 12:45 to 12:50 pm
- Donation box runs: 12:45 pm to 12:50 pm
- Second Adhan: 12:50 pm to 12:55 pm
- Arabic Khutba: 12:55 pm to 1:05 pm
- Jumah Salah: 1:05 pm to 1:20 pm

Khutba Protocol 2

- First Adhan: 12:20 to 12:25 pm
- Sunnah prayer: 12:25 pm to 12:30 pm
- 1st Part of Khutba: 12:30 to 12:50 pm
- 2nd part of khutba: 12:50 pm to 1:00 pm
- Jumah Salah: 1:00 pm to 1:15 pm
- ICK Mgt. announcement: 1:20 to 1:25 pm
- Donation box (at the doors): 1:15 to 1:20 pm

3.1.2 Summer Season:

Khutba Protocol 1

- Sunnah prayer: 1:20 pm to 1:25 pm
- English Bayan starts: 1:25 to 1:45 pm
- ICK Mgt. announcement: 1:45 to 1:50 pm
- ICK donation box runs: 1:45 to 1:50 pm
- Second Adhan: 1:50 pm to 1:55 pm
- Arabic Khutba: 1:55 pm to 2:05 pm
- Jumah Salah: 2:05 pm to 2:20 pm

Khutba Protocol 2

- First Adhan: 1:20 to 1:25 pm
- Sunnah prayer: 1:25 pm to 1:30 pm
- 1st Part of Khutba: 1:30 pm to 1:50 pm
- 2nd part of khutba: 1:50 pm to 2:00 pm
- Jumah Salah: 2:00 pm to 2:15 pm
- ICK Mgt. announcement: 2:15 to 2:20 pm
- Donation box (at the doors): 2:15 to 2:20 pm

3.2 Topic of Khutbah:

- 1) Current Events & contemporary issues and Islamic perspectives
- 2) Historic Events in Islam like Hijra, Israa & Meraaj, Ramadan, Story of the great prophets



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- 3) Important modern historic events like Islam in Europe, Islam in America, and around the world etc.
- 4) Fundamentals of Islam
- 5) Islamic manners & Behaviors
- 6) The Family
- 7) Importance of education, political action, financial independence, inviting to the way of Allah
- 8) Women and children
- 9) Youth Issues
- 10) Community development and Islamic Brotherhood
- 11) Sadaqa/Charity
- 12) Civil engagement

3.3 Delivery of the Khutba:

3.3.1 DO's

1. Start by a reflection on Allah's greatness and creation in order to inject spirituality in the audience.
2. Always start the khutbah on time and end on time with a clear message for the audience to ponder or an action to act upon.
3. Most Musulmees are well educated and want thought provoking khutbahs which they can remember. Talk about issues with sufficiently specific and concrete details.
4. Try to make the khutba impactful as, for many, Jumma is the only time during the week, they get to listen to a spiritual lecture.
5. Any statements made in the khutba should be backed up by references from Quran, Sunnah, and Fiqh.
6. Have a theme or a topic for the khutba and focus on it. When ICK management suggest/request a topic, please speak on concentrating to the topic.
7. Sometimes, khutbas contain many negative and gloomy messages, and it depresses the audience. Tell the audience how they can change the situation with practical steps but not utopian dreams. Fear and hope go hand in hand in Islam. However, message of hope should trump over fear.
8. Occasionally we have non-muslim visitors in the khutba who come to observe the Jumma prayer. The khateeb should remember that they are addressing their khutba in the presence of non-muslims and should allow them to seize the opportunity to learn about Islam.
9. What is being said (particularly on current issues) from the mimbar may get spread out fast through different media. Khateeb need to be deliberate and conscious of the statements they make and must be able to withstand scrutiny and based on defensible facts.
10. ICK management encourages our khateeb not to give any contradictory messages from the pulpit that may confuse the audience. If the khateeb must take such a different position, it is



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the best to reiterate that this is khateeb's own opinion and is not necessarily universally accepted by other leading Islamic scholars.

11. State the subject you want to discuss and, if applicable, the event that ties in with the subject. State your opinion and your justification based on Islamic foundations. Elaborate using facts and figures if applicable. Remember that every word from the khateeb is a great responsibility. So, please research your subject and figures in detail.
12. **Give your messages.** How do people apply these messages to their daily lives and to their goals in this life?
13. **Stress the opportunities and positive aspects.** While it is acceptable to point out our shortcomings and ills of the western society, it is important to balance them with positive aspects that are in conformance with Islam.
14. **Avoid dwelling too much on past glories.** There is no doubt Muslims had a glorious and rich past. However, these past successes should not become a source of hollow pride. Therefore, the emphasis should not be on the past, but rather the present and future. As an example, driving the car forward while frequently looking back through the rear mirror.

3.3.2 Don't do

- Too much of abstract talk (without relating to the real life) does not connect well with audience at our masjid. Please avoid it
- Try not to repeat unless done deliberately to convey the key message
- Dwelling too much time on what people already know loses the attention of the audience
- Fully avoid politics and racism in the khutba
- Please avoid talking too loudly
- Avoid all sorts of sarcastic comments and hate provoking statements
- Avoid saying anything disobeying the laws of the land

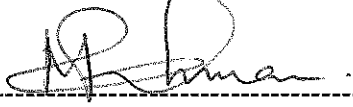
4.0 Communication and Web Publishing

- ICK management will publish the monthly khutba schedule and khateeb's name at the beginning of the month through ICK website
- ICK Community will be informed of the khutba topic and the khateeb by email 2-3 days ahead of the schedule
- Khateeb will be requested to provide the topic of the khutba to the ICK at least 1 (one) week ahead of the schedule
- With khateeb's permission, audio or video recording of the khutba may be published through ICK website

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Executive Committee has reviewed the ICK Khateeb Guideline and recommends for approval and adoption.

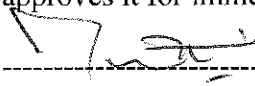


Mizanur Rahman
President, Executive Committee

Jan 02, 2014

Date:

Board of Trustees has reviewed the Khateeb guideline recommended by the Executive Committee and approves it for immediate effect.



Mian M. Ahmad
Amir, Board of Trustee

Jan 10, 2014

Date:

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