



MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA

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2025 2026



khuddam.ca



Muslim Youth Canada



90 Ahmadiyya Ave.

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YOUTH**

HAZRAT MUSLEH MA'UD RA



MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA

مجلس خدام الاحمدية كندا

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AIMS & OBJECTIVES

of Khuddāmul Ahmadiyya

To **train** and **educate** its **members**, including **Atfālul Ahmadiyya**, in true **Islamic ways**, to inculcate in them the **love** of **Allāh** and of **Hazrat Muhammad Mustafa^(sa)**, the spirit of **serving Islam**, the **country**, **mankind**, and strive for their **welfare**.

OBLIGATIONS

of Members

- Every member will obey the instructions given by Majlis Shūrā, Majlis ‘Āmila and all the office bearers of the Majlis Khuddāmul Ahmadiyya.
- They will meet the financial requirements of the Majlis as needed.
- They will regularly put into practice the *Lāh’e ‘Amal* (Constitution) published by the Majlis.
- On failing to discharge their duties pertaining to the Majlis, they shall accept with full sincerity the reformatory measure suggested for them.

Theme of the Year

By the Grace of Allah, Beloved Huzoor Anwar (may Allah be his Helper) has graciously approved the following theme for this Khuddām year:

Yassarnal Qur'ān

وَلَقَدْ يَسَّرْنَا الْقُرْآنَ لِلذِّكْرِ فَهَلْ مِنْ مُدَكِّرٍ ﴿١٨﴾

“And indeed We have made the Qur'ān easy to understand and to remember. But is there anyone who would receive admonition?”(54:18)

”اور یقیناً ہم نے قرآن کو نصیحت کی خاطر آسان بنا دیا۔ پس کیا ہے کوئی نصیحت پکڑنے والا؟“

The Promised Messiah (peace be upon Him) says,

“It simply is not possible to achieve success without following the teachings of the Holy Qur'ān. If somebody thinks otherwise, it is a mere imaginative thinking; the (worldly) people are seeking after success of this kind. You should keep the example of the Companions of the Holy Prophet^(saw), before you. Look at them; they followed the Holy Prophet^(saw), and gave preference to religion over worldly affairs. The result was that God fulfilled all the promises that He had made with them.” (Malfoozat Vol. II, p. 157)

May Allāh the Almighty enable us all to establish and strengthen our love, connection, and understanding of the Holy Qur'ān in our daily lives.

May we all benefit from the advent of the Promised Messiah (peace be upon Him), who was sent to revive Islām and to spread the true teachings of the Holy Qur'ān. Let us strive to live by these teachings so that we may attain spiritual and worldly success through them.

Āmīn!

Department of
A'ITEMĀD

شعبہ اعتماد

Department of A'ITEMĀD



MAJLIS LEVEL

'Āmila Meetings:

'Āmila meetings must be held at least once a month.

- Mu'tamad Majlis should consult with Qā'id Majlis and share the agenda and meeting date at least one week in advance.
- 'Āmila Meeting attendance must be at least 50% of the total 'Āmila members.
- If less than 50% of the total 'Āmila members come for the meeting, it must be rescheduled to another date. There will be no quorum for the reconvened meeting.
- 'Āmila meeting agenda should include review of past events, planning of the upcoming events, monthly report & Saiq form data and discussions on self-reformation of Khuddām of the Majlis.

Ijlas 'Ām:

- Conduct an Ijlas 'Ām every month.
- The prospective dates of Ijlas 'Ām should be shared for the whole year in advance.
- Other than National Ijlas 'Ām topics, Majlis can choose topics/subjects/presentations based on their local challenges.
- All Khuddām should be given a chance to recite Tilāwat, Nazm, translation or do presentations at least once a year.
- Attendance of the Ijlas 'Ām should be at least 50% of the total Tajnid.

Monthly Reports:

- Monthly reports must be submitted by the 5th of every month.
- 100% Majalis reports should be submitted.

Saiq Forms:

- Mu'tamad with the assistance of Nāzim Tajnid should strive to get at least 50% of the Saiq Forms completed every month.

Inventory:

- Mu'tamad should keep all the inventory of the Majlis in check and coordinate with Muhasib in this regard.

'Alm In'ami:

- Basic Criteria Standard must be followed (criteria will be shared later).

Local 'Āmila Office hours should be held at least once a week.



REGIONAL LEVEL

Monthly Meetings:

- Regional Mu'tamad should have monthly meetings with local Mu'tamadin to train and guide them.
- Regional 'Āmila meeting must be conducted every month.

Regional Ijtimā:

- Conduct Regional Ijtimā' as per the MKAC Calendar of Events.

National Assistance & Coordination:

- Help/Assist and Coordinate between Majlis and Markaz for requests, activities and programs such as Majlis Shūrā, National Ijtimā' and coordination of visits by Markaz representatives to Local Majālis.
- Region to coordinate with Markaz for 4 visits to Majlis (within driving distance from Markaz) – 2 visits for Majālis in Western Canada.
- **Assist Local Majlis** with activities and programs such as Ijlas 'Ām, Ijtimā', monthly reports and saiq forms etc.

Monthly Reports:

- Regional Monthly reports must be submitted by the 10th of every month.
- Ensure that 100% of local majalis reports are submitted.

Regional Office Hours should be held at least once a week and assist Majālis to hold office hours.

NATIONAL LEVEL

- Hold meetings with Regional Mu'tamadin every month.
- Hold quarterly meetings with Regional and Local Mu'tamadin.
- Focus on the training and guidance of office bearers on Regional & Local level. e.g. using official email accounts etc.
- Yearly Ijlas 'Ām packages will be sent to Majālis by the end of November 2025, along with comprehensive guidelines for conducting meetings, Ijlasat 'Ām, Ijtimā', budget planning, and duty allocation. Coordinate with Ta'lim and Tarbiyat for content of the Ijlas 'Ām packages.
- Saiq Form Report data will be visualized for Majālis & Regions, making it more accessible and understandable for both Majālis and Regions.
- The MKAC Calendar will be made and shared after the Jamā'at Calendar is shared.
- Coordinate with Mu'āwin Sadr Properties and Muhasib to ensure proper maintenance of inventory and the four Majlis properties in Canada: Al-Khidmat, Baitul Ata, Sarai Khidmat (29 Mahmood) and Baitul Nasir (19 Bashir).
- Coordination with Mu'āwin Sadr Diyafat for good housekeeping and hospitality.
- Monthly Reports: Compile and review reports for the report to Huzoor Anwar ^(aa) by 15th of the month.
- Office hours for National Majlis 'Āmila members (every Mondays, Tuesdays, and Thursdays)
- Conduct mid-year reviews.
- Campaign for data collection in the likeness of Saiq forms to identify whether or not Khuddam are offering Friday prayers.

Department of
TARBIYAT

شعبہ تربیت

Department of TARBIYAT



MAJLIS LEVEL

- Local Nāzim Tarbiyat should introduce practical measures to assist and keep track of Khuddām participating in the following Tarbiyat activities & report them to National Markaz through monthly reports

Offering Five Daily Prayers	Attending Friday Prayers Regularly	Listening to Friday Sermons
Writing Letters to Beloved Huzoor Anwar (may Allah be his Helper)		Watching MTA on a Regular Basis

- There will be **six** 'Ashrajāt Salat celebrated with the collaboration of Jamā'at Tarbiyat Department as per Huzoor Anwar's (May Allah be his Helper) guidance
- Tarbiyat Nāzimīn should strive to develop personal relationships with all local 'Āmila members for effective implementation of various challenges and Tarbiyat campaigns
- Qā'id Majlis and Nāzim Tarbiyat along with other 'Āmila members will visit all their non-'Āmila members in the month of November/December. Nāzim Tarbiyat will keep track of the activity and will report to National Markaz as to how many Khuddām were met in total. Special focus on Khuddām with zero chanda in the past.
- Confidential one-on-one counseling sessions to be done by trained personnel including (but not limited to) Local Murabbī Silsila for Khuddām/Atfāl who need help. This is expected to be supported by effective attendance of Qā'id Majlis at the local Islahi Committee Meetings to understand challenges reported by households
- Nāzim Tarbiyat should organize quarterly Q/A sessions within the Majlis at the end of the Ijlas 'Ām, where Khuddām have the option to ask questions (submitted in advance as well with an option to remain anonymous). It will be ensured that at least one Murabbī Silsila is part of such panels
- Monthly Report: Submit monthly reports on time (by the 5th of every month).

REGIONAL LEVEL

- Regional Nāzim Tarbiyat should hold at least one meeting with his local Nāzimīn every month. The Regional Nāzimīn are expected to train and mentor local Nāzimīn and provide them full support to accomplish their goals provided in this year's plan. Review local Nāzimīn's monthly reports with them on a one-on-one basis
- Ensure timely communication of National initiatives to local Nāzimīn, follow-ups and reporting.
- Assist Majalis in reducing the number of inactive Khuddām (do not disturb, unknown) by 10% over the year (1% monthly).
- Regional Nāzimīn should actively participate in Meet & Greet Campaign
- Monthly Report: Submit monthly reports on time (by the 10th of every month).

NATIONAL LEVEL

- The Department of Tarbiyat on priority basis will work with other Departments towards the implementation of the following approved Shūrā recommendations 2025 :
 - 1. Safeguarding our Youth from the harmful effects of Substance Abuse and Alcoholism (2025)**
 - 2. Safeguarding our Youth from getting involved/addicted in Online Betting (2025)**
- The Department will introduce 40 day challenges during the year to inculcate lifestyle changes for self-reformation, namely: Fajr 40.
- The Department will share Tarbiyat related material/guidance with Regional/Local Nāzimīn on a regular basis with special reminders on writing a letter to Huzoor Anwar ^{aa}.
- The Department will share 3 takeaways on a weekly basis following the Friday Sermon of Beloved Huzoor Anwar ^{aa} along with other efforts to increase the number of Khuddām listening to the Live Friday Sermons
- Monthly Report: Submit monthly reports on time (by the 15th of every month).



Department of

TA'LĪM

شعبہ تعلیم

Department of TA'LĪM



MAJLIS LEVEL

Mandate # 1: Khuddam Korner:

- Hold a weekly Ta'līm class led by the Nāzim Ta'līm and/or a Murabbi Sahib, with the objective of educating Khuddām at all levels and helping each individual progress in his religious knowledge. The focus should remain on basic learning rather than advanced topics.
- The classes should be held in an informal & interactive manner. The presenter must be brief and precise.
- Content will be provided in a Syllabus prepared by the National Department.
- Ideally, the classes should be held at a **consistent time and venue**, after Fajr or before/after a Sports session
- Target attendance: 40% of Tajnid.
- **Benefits of attending Khuddam Korner:**
 - I) Submit **weekly Friday Sermon Quiz**.
 - II) Prepare for the upcoming **Ahmadiyya Quiz League**.
 - III) Learn about books in the **Book Reading Club**.
 - IV) Increase knowledge! It is the best way to achieve most objectives related to Ta'līm.

Mandate # 2: Friday Sermon Quiz:

- Encourage maximum number of members to complete the Friday Sermon Quiz on a weekly basis.
- The Quiz will be formed on useful information which will be beneficial for Khuddam to retain generally.
- Target: 30% Khuddam participation across Regions.

Mandate # 3: Ahmadiyya Quiz League:

- The AQL will be held at the **Local, Regional, & National** levels. The syllabus will be based off the content provided in the Khuddam Korner, the current Friday Sermon Quizzes, & the Book Reading Club. Hence, participating in all those Ta'līmi initiatives will help prepare for the AQL

Mandate # 4: Book Reading Club:

- Khuddam must participate in reading a **portion** of the book of the Promised Messiah^{as} on a **monthly basis**.



- **Prescribed books for 2025-2026:**
 - **English:**
 - I) Malfuzat Vol. I.
 - II) Way of Seekers
 - III) Revelation, Rationality, Knowledge & Truth (Selected Portions)
 - **Urdu:**
 - I) *Irfan-e-Elahi*
 - II) *Qubooliyat dua kay raaz*
 - III) *Taluq Billah*
- Provide **audio snippets** from these books to help engage Khuddām through multiple channels.

Mandate # 2: “Ta’līmTime” (One-on-One Learning):

- Establish an **online platform** where Khuddām can connect individually with Murabbiān or qualified volunteer teachers to learn the **basics of the Holy Qur’ān, Salāt, and fundamental Islamic knowledge**.
- This platform should support individuals who may feel reluctant to approach an instructor in a group setting.
- A basic syllabus will be prepared by the **National Ta’līm Department**.
- Collect data based on the number of Khuddām assisted by each instructor.

Other Responsibilities

- Encourage Khuddām to read the **National Ta’līmī Syllabus** provided by the Ta’līm Department.
- Encourage participation in the **National Essay Writing Competition** (Submission Deadline: July 31, 2026).
- Present a **short educational segment** at every Ijlās-e-’Ām covering general religious knowledge topics such as Salāt, the Holy Qur’ān, Ramadān, etc.
- Conduct AQL at the Local level.
- Nāzimīn must read **all materials and instructions** from the National Department before implementation.

REGIONAL LEVEL

- Regional Nāzimīn must hold monthly meetings with their Local Nāzimīn.
- Through their own example, Regional Nāzimīn should motivate and inspire Local Nāzimīn to actively support and guide Khuddām in enhancing their religious knowledge.
- Ensure that all Local Majālis conduct the educational competitions at their Local Ijtimā' in accordance with the official Ijtimā' syllabus.
- Submit Regional Ijtimā' results promptly after the event, including the following winner details:
 - Name
 - Majlis
 - Member code
 - Contact number
- Support and monitor Majālis regarding Khuddām who are learning through the “Ta’līm Time” platform.
- Conduct **AQL at the Regional level**.

NATIONAL LEVEL

- Create a **National Ta’līmī Syllabus**, including a **weekly syllabus** for Khuddam Korner for the entire year.
- Prepare **weekly Friday Sermon Quizzes** and distribute them to Regions and Majālis.
- Ensure that **100% of Local, Regional, and National Amila members** attain the “**Gold**” **standard** related to the Holy Qur’ān.
- Ensure that all Local and Regional Ijtimā’āt are conducted **professionally**, with proper attention given to all educational competitions, and that participants receive all necessary details in a timely manner.
- Oversee the “**Ta’līmTime**” platform and maintain data on both instructors and learners.
- Establish the website **mahmudinstitute.ca** and assist Khuddām in enrolling in its courses (Tarteel, Qur’ān Translation, Arabic).
- Establish a **MKAC Ta’līm social media presence** (Twitter, Instagram, YouTube Shorts, etc.) with regular updates on Ta’līm activities, upcoming events, and beneficial religious knowledge.
- Oversee the Ahmadiyya Quiz League (AQL) at the Local and Regional levels.
- Conduct the **AQL at the National level**.
- Ensure strong participation of Khuddām across all Regions in the **National Essay Competition**.
- **Languages:** English & Urdu (2500 words); French (1000–1500 words).
- **Prizes:** \$300, \$200, and \$100 for the top three winners.



Department of
TABLIGH

شعبہ تبلیغ

Department of TABLIGH

**DAIYAN CLUB ACTIVATION: LOCAL MAJALIS TO CREATE CULTURE OF TABLIGH
TRUE STORY OF JESUS CAMPAIGN - 50 EVENTS IN TOWNS - 4 VISITS TO EACH TOWN
100 BAI AT TARGET
100,000 FLYER TARGET**



MAJLIS LEVEL

Local Tabligh Teams

- Operate weekly Tabligh activities, including one-day-a-week outreach, flyer distribution, sittings with contacts, etc.

Local Da'iyān Clubs

- Establish local Da'iyān Clubs to build and strengthen a culture of Tabligh and Da'wat Ilallāh.
- Add all local Da'iyān to the National Da'iyān Club.

Da'iyān Checklist

Each Da'i should:

- Engage in one day a week of Tabligh (flyer distribution, sitting with a contact, etc.).
- Attend Da'iyān meetings regularly.

Support to Regional Initiatives

- Support the Region in True Story of Jesus open house events.
- Participate in town visits, flyer distribution, visits to mayors, town halls, and faith centres, as well as online marketing efforts.

National Participation

- Achieve 70% participation in National Tabligh Day.

Majlis Target

- 1 Bai'at target per Majlis.
- Write a monthly letter to Huzoor (may Allah be his Helper!).



REGIONAL LEVEL

Da'iyān Clubs & Development

- Ensure local Da'iyān Clubs are established and meeting multiple times per month.
- Ensure all Da'iyān in the Region are added to the National Da'iyān Club WhatsApp Group and are attending National Da'iyān Club events.



Local Team Management

- Manage and develop local Tabligh Teams by facilitating one day a week Tabligh activities, including flyer distribution and sittings with contacts.

Regional Tabligh Initiatives

- Conduct True Story of Jesus open house events in towns, with four visits to each town
- Run the Messiah Has Come – March 23rd Campaign.
- Organize Coffee & Islam events at the Mosque.
- Hold True Story of Jesus events at the Mosque in collaboration with Jamā'at.
- Support the Fast With Muslims campaign in collaboration with Jamā'at.

Coordination with Markaz

- Collaborate with Markaz to facilitate local sittings with contacts originating from national campaigns (Coffee & Islam, Join Islam, Mosque Tours).

Administration & Oversight

- Hold a monthly meeting with all Local Nāzimīn.
- Participate in social media activities by sending videos, pictures, and content from local events and town visits to the Markaz team.

National Alignment

- Ensure 70% regional participation in National Tabligh Day.



NATIONAL LEVEL

Da'iyān Club

- Oversee the implementation, management, and facilitation of Da'iyān across Canada through the National Da'iyān Club.

TRUE STORY OF JESUS Campaign

- Conduct **50 open house events** in towns.
- Visit each town **four times**.
- Achieve **100 Bai'at target**.
- Distribute **100,000 flyers**.
- Reach **over 5,000,000 Canadians** through media coverage and social media.

National Digital & Media Outreach

- Run the **Join Islam** digital marketing campaign.
- Activate and optimize the **AMYA Outreach Twitter/X account**.
- Utilize **press and media** to maximize the reach of AMYA initiatives.

National Initiatives

- Organize and oversee **National Tabligh Day** nationwide.

Administration

- Hold a **monthly meeting** with all Regional Nāzimīn.

Department of
UMŪR TALABA'
(*Student Affairs*)

شعبہ امور طلبہ

Department of UMŪR TALABA

(Student Affairs)

The MKAC Department of Umūr Talaba' (Student Affairs) is to supervise all areas of student affairs. The Department is to ensure the religious training and academic excellence of Ahmadi students across Canada and to support the Ahmadiyya Muslim Student Associations (AMSA) on campus. In addition, it is to ensure that students actively participate in all Khuddam and Jama'at activities and programs.

Student Database

Maintain up-to-date record of all the Khuddam students in the Majlis

Aim Higher in Life

Mentor & Consent students to complete College/University and enter into Masters, PhD and other Graduate Programs

External Student Affairs

Ahmadiyya Muslim Student Associations («AMSA») on Campus

Internal Student Affairs

Religious, moral and educational standards of Ahmadi Students in the Majlis

Monthly Departmental meetings and reportings

"In recent times, it has generally been observed in our community that our girls are excelling boys in education. Considering this, I lay down the challenge to the members of Majlis Khuddāmul Ahmadiyya to strive to redress this imbalance and to endeavor to achieve the very best results in your academic careers".

(Address of Huzoor Anwar ^{aa} at National Ijtema' - Majlis Khuddāmul Ahmadiyya UK, 19 September 2021)

MAJLIS LEVEL

- **Maintain full local Majlis student database**
- **Majlis Targets for regional Student Talk**
- Publicize “Aim Higher in Life” student mentoring program
- Quarterly gathering of students and discussion of contemporary issues, careers, or interactive sessions
- Monthly Umūr Talaba’ Departmental Reporting to National Department
- Attend Monthly Local Nāzimīn Umūr Talaba’ Meetings with Regional Nāzim

REGIONAL LEVEL

- **Maintain full regional student database**
- Publicize “Aim Higher in Life” student mentoring program
- **Annual Regional Student Talk in the Year**
- Annual Regional Events/Trips in the Year for Students in your Region
 - Discussion of contemporary issues, careers or social interactive sessions, camping trips, bowling, etc.
- **Monthly Umūr Talaba’ departmental reporting to National Department**
- **Attend monthly Regional Nāzimīn Umūr Talaba’ meetings with Regional Nāzim & AMSA meetings**

NATIONAL LEVEL

- **Maintain Full Majlis Student database**
- Annual National Student Quiz
- Manage “Aim Higher in Life” Student Mentoring Program-connect students & mentors
- Share Weekly Quotes/ Motivation for Students
- Create content (videos, clips, etc.) on how to tackle contemporary issues
- Train and hold strategizing sessions with Regional / Local Nazimīn
- **Regional Students Talk / Students Summit**
- **MKAC Students International Trip - UK Markaaz /**
- **Monthly Regional Nazimin Umūr Talaba’ Meetings & Monthly AMSA Meeting**
- **Review and provide feedback on Monthly Reports by Local and Region**





AHMADIYYA MUSLIM STUDENTS ASSOCIATION (AMSA) ACTIVITIES & GOALS (EXTERNAL AFFAIR)

Local Level - AMSA Presidents and Executive Team

- Hold AMSA elections for Executive Team

Monthly Activities:

- Weekly Friday Prayers
- Tabligh/Book stalls/Qur'an Open House/ Q&A Session
- AMSA Meet-and-Greet (Brotherhood / Social Gathering)
 - Playing sports collectively, going bowling as a group, having dinners/iftars in Ramadan, etc.)

AMSA President/Executive Team members:

- Hold AMSA Executive Team meeting
- Monthly AMSA reports to National Department of Umūr Talabā'
- Attend monthly AMSA meetings with National Department of Umūr Talabā'

Yearly Activities:

- Interfaith Dialogue / Symposium (1 per year)
- AMSA Retreat Activity (Full-day skiing, camping, bowling, etc.)

Regional Level - AMSA Coordination through Regional Nāzim Umūr Talabā' (Students Affairs)

- Support and help coordinate National Team / Plan with Local AMSA plans on campus within your Region by visiting and attending events.

National AMSA retreat

- Camping or overnight stay at a mosque (sports and team building activities)
- Inter-AMSA competitions (Educational/Sports Tournament)

Quarterly National AMSA newsletter

- Highlighting work by AMSAs across Canada
- Student achievements (research, sports, etc)
- AMSA rankings

Department of
UMŪMI

شعبہ عمومی

Department of UMŪMI



MAJLIS LEVEL

Majlis Vigilance

- Stay alert to neighborhood events and report urgent incidents to Markaz immediately.
- Keep Qā'id Majlis informed about the local area situation.
- Local Nazim Umumi should identify members that are involved in drugs and other illicit activities and report them to the Tarbiyat Department.

Safety and Security

- Arrange security for all Jamā'at properties.
- Assign Khuddām for security duties at events (Friday Prayers, Ijlas-e-Aam, daily 5 Namaz, and all Majlis events).
- Emphasize diligence, especially for major events.

Monitoring and Reporting of Khuddām

- Privately inform Qā'id Majlis about Khuddām involved in negative habits.
- Identify and report mental health, drug issues, and social challenges to Markaz.

Suspicious Activity

- Report any suspicious activities to Regional Nāzim and Qā'id Sahib without delay.

Incident & Regular Reporting

- Submit Umūmī incident reports to the regional level immediately.
- Monthly reports are due on time; Friday Prayer reports within two hours on the APP.

Training and Team Building

- Train 15% of Tajnid within the year; form a local Umūmī team of 10 Khuddām.



REGIONAL LEVEL

Event Security

- Allocate Khuddām for security at all regional and Jamā'at events.
- Focus on diligence during major events (Friday Prayers, Ijlas-e-Aam, Majlis, etc.).

Incident & Monthly Reporting

- Submit all Umūmī incident reports to Markaz immediately.
- Monthly reports deadline is by 10th, and Friday Prayer reports within two hours on the Umumi APP.

Coordination and Training

- Hold monthly meetings with all local Nāzimīn.
- Organize security training, aiming to cover 15% of Tajnid with Markaz-provided trainers.
- Submit a detailed mosque security plan to Markaz.

Additional Duties and Inventory

- Assign five Khuddām per region for yearly Waqf 'Ārdi Islamabad, UK.
- Keep an inventory of Umūmī materials (walkie-talkies, vests, torches, etc.).



NATIONAL LEVEL

National Event Security

- Provide Khuddām for all national events with diligent service.
- Compile weekly Friday prayer reports and send to Sadr Majlis.

Incident Tracking

- Incident tracking system for MKAC (Canada-wide).
- Already available in Umumi App.
- Organize and retain supporting documents for reported incidents.

Training and Coordination

- Schedule regional Hifazat Basic Training sessions.
- Coordinate groups for Umumi Waqf 'Ārdi UK, with regional collaboration.
- Hold monthly meetings with regional Nāzimīn.

Team Development

- Maintain a National Team of 100 Khuddām for Hifazat Markaz.
- Conduct physical conditioning camps pre-Jalsa Salana and during winter.
- Arrange Canada-wide Markaz camps across regional mosques.



Department of

WAQAR 'AMAL

شعبہ وقارِ عمل

Department of

WAQAR 'AMAL

MAJLIS LEVEL

- Perform Waqār 'Amal on a regular basis which will include (mosques, Namāz centers, etc.). Waqār 'Amal to be performed every Thursday evening in all Mosque/Centers weekly in preparation of Friday Prayers.
- Organize at least 1 exemplary Waqār 'Amal activity and aim to involve a minimum of 25% of Khuddām of the Majlis.
- Organize teams for snow cleaning during winter at (Mosque, Namāz center, Jamā'at properties, etc.)
- Work together towards Adopt-a-Road and/or Adopt-a-Park program
- Encourage Khuddām to perform Waqār 'Amal at home (gardening, cleanup around house, small house repairs, etc.)
- Encourage Khuddām to take part in Waqf 'Ārdi (UK, MKAC projects, Jalsa Sālāna Canada, etc.)
- Provide Khuddām to region to complete tasks at Regional and National events (Eid Prayers, National and Regional Jalsa, Ijtimā'āt, etc.)

REGIONAL LEVEL

- Organize Exemplary Waqār 'Amal activity (min 1 per region, at Mosque, City Hall, major park, etc.) before the end of April with minimum 15% attendance.
- Help local Majālis in Adopt-a-Road and/or Adopt-a-Park program.
- Hold monthly meetings of local Nāzimīn
- Organize tree planting and spring clean-up within local city
- Make a Waqār 'Amal team at regional level (15-20 Khuddām)
- Provide set up/wind up support to Jamā'at and other auxiliary organizations' events (Jalsa Masīd Mau'ūd ^(as), Jalsa Muslih Mau'ūd ^(ra), Jalsa Sīrat-un-Nabī ^(sa), Lajna Mīnā Bāzār, etc.)
- Assist local Majālis in Waqār 'Amal (Cleaning/setting up/winding up of Mosque/Namāz center on Friday prayers/Eid prayers, etc.)
- Organize Spring Cleanup with coordination of Khidmat-e-Khalq/Tablīgh/Jamā'at throughout all Majālis in the month of March/April.





NATIONAL LEVEL

- Assist all regions and Majlis Muqāmī in organizing tree planting, Adopt-a-Road / Adopt-a-Park and spring clean-up of Mosques within local cities.
- Hold monthly meetings of Regional Nāzimīn
- Assist in setup, windup and other preparation of Jalsa Sālāna Canada, National Ijtimā'āt and Jalsa Sālāna UK.
- With coordination of Department of Tahrīk-i-Jadīd, convince Khuddām to give time in MKAC, Mosque project and Jalsa Sālāna UK Waqf-e-'Ardi.
- Provide set up/ wind up support to Jamā'at and other auxiliary organizations
- Establish dignity of manual labour by encouraging Khuddām to take part in performing Waqār 'Amal throughout Canada.
- Snow cleaning / Grass cutting of MKAC properties (with coordination of Properties department).

Department of

KHIDMAT KHALQ

شعبہ خدمتِ خلق

Department of **KHIDMAT KHALQ**

MAJLIS LEVEL

- Khuddām to participate in the “Food Drive Program”, for which a target will be assigned to regions and regions will distribute the target among the Majālis.
- Provide assistance to the elderly, sick and widowed members with day to day services
- Prepare and train Khuddām for food preparations - Monthly schedule
- Encourage Khuddām to help neighbors with day to day activities for elderly including cleaning their driveway in the winter or mowing in the summer. In addition, offer support and help to pick up groceries and prescriptions.
- Actively participate in regional programs and support regional Nāzim in all Khidmat Khalq activities.
- Encouraging and helping Nāzimīn fill reports on Khidmat Portal on regular basis
- Assist with movings
- Assist with Funeral Services
- Nāzimīn should identify members facing mental health issues and provide help (counseling, etc.)

REGIONAL LEVEL

- Conduct monthly meetings with all Local Nāzimīn Khidmat Khalq
- Participate in National Khidmat Khalq Regional Nāzimīn meetings held monthly
- Arrange blood drives for regions and encourage to have more Khuddām donate blood
- Prepare and train Emergency Response Teams in the regions
- Feeding the less fortunate campaigns
- Prepare and train Khuddām to participate in Regional Charity runs with support from-Markaz
- Encourage and help Nāzimīn to fill reports on Khidmat Portal on regular basis
- Assist with Funeral Services

NATIONAL LEVEL

- Food Drive campaign target to collect 300K lbs of food.
- Develop strategies to promote all charity work through media.
- Arrange Blood Drive Campaigns.

Department of

SEHAT JISMANI

شعبہ صحت جسمانی

Department of SEHAT JISMANI

**Create awareness of the importance of personal hygiene and physical well being.
Organize individual and combined exercises and sports sessions. Inculcate the high standards of sportsmanship, truth, and morals during sporting events.**

MAJLIS LEVEL

- Every local Majlis in Canada should have access to a gym on a weekly basis.
 - This gym should be available for all Khuddām for various sports activities. All Majālis should follow the code of conduct at the gym.
 - Khuddām who participate in gym will be eligible to play in regional and national tournaments.
 - Attendance should be taken and tracked weekly
 - Pep talks are being shared.
 - Namāz is mandatory in all gym sessions.
 - Gym is being properly supervised.

Exercise and Personal Fitness:

- Every Khadim in the Majlis should receive a circular containing healthy eating tips and personalized diet options. A panel will be made at the national level and will be available for communication with any Khadim who wishes to have a personalized detailed exercise and diet plan.
- Competitions should be held in each Majlis with Khadim of the Month awarded to someone who excels in exercise and fitness goals.

Social Gatherings and brotherhood

- Every Majlis should hold two field trips in the year. One in the winter and one in the summer. This should be an activity in which maximum Khuddām can participate (i.e., skiing, camping, tubing, swimming, etc.).
- Camping trips are booked way in advance so actively work with Regional Nāzim Sahib to finalize dates as early as possible.
- A potluck lunch/dinner should be held at least once every quarter during local Ijlās-e-‘Ām and Inter-Majālis tournaments as well.

REGIONAL LEVEL

- A Each Regional Nazim must have a Naib Nazim.

Nāzimīn Meeting:

- Regional Nāzimīn meeting with National Amīla minimum twice a month – one by phone and one in-person.
- Regional Nāzimīn are expected to similarly hold two meetings with Muntazim / Nāzim Sehat Jismani of each Halqa / Majlis. One in person and one over the phone.

Team Assignment:

- Regional Nāzimīn are required to hold inter-Majālis competitions for various sports at their local gym on a weekly basis.
- Prepare Majlis for National / Regional competitions organized year-round, local and inter-Majālis competitions.
- All gym activities should be organized; allocated hours should be allotted to different sports depending on interest of local Khuddām.
- For all national events (ABL, ASL, National Ijtimā', etc.) preference should be given to players who participate actively in their local gym and inter-Majālis competitions.
- Halqa / Majlis should be assigned unique colours so teams must be in full uniform during inter-Majālis sports.
- Regional Nāzim must ensure congregational prayers at all sporting events.
- Regional Nāzim must ensure weekly pep talks are presented at all sporting events.
- All regional activities should be announced to each Khadim in advance and by personal messages and should not only be forwarded on WhatsApp groups.
- Encourage Khuddām to learn swimming, horse riding, archery and hunting (provide resources and work with presidents, regional and national).

Uniforms/Jerseys

- Regional Nazimīn will be responsible for production of shirts/jerseys for all Leagues, Regional and National events.

Publicity:

- Regional Nāzimīn should send pictures and reports regarding all sports events to appropriate departments for publicity on official social media accounts and newsletters.



NATIONAL LEVEL

- Create a team of individuals as part of Sehat Jismani team to make sure all activities are running smoothly.
- Regions should be assigned unique colours so teams are in uniform for events. Colours should match previous year colours assigned so shirts can be reused where possible.
- Maintain sports clubs created in previous years and follow up with presidents to ensure smooth operations for each club. Find replacements of presidents where necessary.
- Hold annual Kick Start Sports meeting with Regional Nāzimīn for all major sports run by Markaz to take their feedback and ensure Regional Nāzimīn understand their responsibilities for the upcoming year.
- Create a standard policy document and structure for all leagues operating under department. This should be consistent throughout the country and should be followed:
 - ABL, ASL, ACC, AVL
 - Motivate all Regional Nāzimīn to also run these leagues in their regions, throughout Canada.
 - The National President per sport in Central Canada would be responsible to organize and run their respective sports.
 - New initiatives can be proposed that can encourage Inter-Majālis tournaments.



- Provide articles for Al-Nidā' in every publication to encourage and promote health and report on events held.
- Create packages / video presentations with healthy eating and exercise tips. This would require regional support as well to create these packages.
- Gym Guidelines would be shared separately that should be followed for all the gyms under AMYA.
- Every local gym should be visited by a National team member at least once a quarter.
- Compile data of all Khuddām participating in exercise on a regular basis.
- Assist Regional & Local Amīla to motivate 100% of Khuddām to participate in daily physical activity.
- Hold a monthly Regional Nāzimīn meeting with all Regional Nāzim.

Department of
ISHĀ'AT

شعبہ اشاعت

Department of ISHĀ'AT

MAJLIS LEVEL

- Produce a local newsletter on a monthly basis (12/year) highlighting the events of Majlis and other subjects of interest. Templates will be available on Khuddām.ca Ishā'at Homepage.
- Increase readership and subscriptions for Review of Religions. Share promotional materials and encourage Khuddām to sign up.
- Photography and videography of each and every activity of the Majlis should be done and shared with Region and National.
- Quote of Hadrat Musleh Maud (ra) regarding the readership of the Khalid Magazine, magazine of Khuddām ul Ahmadiyya:

Hazrat Musleh Maud (ra) states:

"Hence if you have initiated the 'Khalid Magazine', you must increase its membership. Secondly, you should make it compulsory upon every youngster that they must write something towards it. And if some Khadim (youngster) does not write anything for this magazine during the entire year, it would be understood that he has not discharged his responsibility".

(7th November 1954, taken from Khalid, November 1955)

- Encourage Khuddām to write articles for An-Nida or other magazines, such as Al-Hakam (At least 30% Khuddām participation in An-Nida through articles, essays, etc.)
- Awareness and promotions of An-Nida magazine
- Provide help with National and Regional Activities
- All local publications should be reviewed by Murabbī Silsila and approved by Qā'id Majlis before distribution.
- All publications that need to be printed (newsletters, apparel, etc.) need to be sent to Markaz (Muhtamim Ishā'at) for approval, before printing/distribution.
- Require Local Nāzimīn to upload event videos/images to Google Drive.

REGIONAL LEVEL

- Create monthly newsletters (12 for the year)
- 30% of the Region's Tajnīd must write something for An-Nida.
- Awareness and promotions of An-Nida
- Ensure all Local and Regional events' photography and videography is captured and shared with National in a timely manner (no longer than a week after the event).
- For every local and regional event that takes place, write a brief report (1–2 paragraphs) and share with National.
- Establish a writing club – This will facilitate An-Nida articles.
- All regional publications should be reviewed by Murabbī Silsila and approved by Regional Qā'id Majlis before distribution.
- All publications that need to be printed (newsletters, apparel, etc.) need to be sent to Mar-kaz (Muhtamim Ishā'at) for approval, before printing/distribution.
- Encourage all Local and Regional Nāzimīn to build relationships with MKAC Studios in order to capture events.
- There should be a Monthly Regional Nāzimīn meeting with Local Nāzimīn.

NATIONAL LEVEL

- Produce 12 editions of An-Nida in 2025–2026 year. All the editions will be available in PDF format and will be shared through email to Khuddām.
- Produce 4 editions of Tashheezul Azhaan Magazine in the year.
- Assist in encouraging Khuddām to subscribe to the Review of Religions.
- Facilitate branding and graphics of all departments.
- Create awareness of Jamā'at publications.
- Writing Club should consist of collaboration from the following departments: Ta'līm, Tarbiyat, Ishā'at, Tablīgh & MASQ.
- Training seminar should be held to teach Nāzimīn Ishā'at how to record and capture footage in collaboration with MKAC Studios.
- Promote Mash'al-e-Rāh (Beacon for the Youth) book among Khuddām.
- Management and upkeep of all websites.
- Facilitate MKAC Studios & Social Media in helping them achieve their departmental objectives.
- Monthly 'Āmila meeting with Regional Nāzimīn Ishā'at.



AN-NIDA
MAGAZINE



Department of
MĀL

شعبہ مال

Department of MĀL

MAJLIS LEVEL

- Maintain a monthly collection target of 10%, with the goal of completing 100% collection by August 31, 2026.
- During the first two months, focus on resolving zeros from the previous year and members leaving Khuddamul Ahmadiyya.
- Each Local Nāzim Māl must personally meet at least ten Khuddām per week.
- Emphasize the importance of paying Chandā based on true income (Bā-Shar'ah) and doing so regularly.
- Ensure that a Māl topic is covered once per quarter during Ijlās-e-Ām.
- The Nāzim Māl should familiarize himself with the occupation and income cycle of all Khuddām in his Majlis.
- Prepare and submit the next year's budget to Markaz by July 15, 2026.
- Submit the monthly Māl report via the reporter tool in a timely manner.
- Encourage Khuddām to complete and submit Pre-Authorized Forms.

REGIONAL LEVEL

- Assist Majālis in preparing and maintaining income and expense budgets.
- Encourage Khuddām to utilize the Donation Calculator available on amjinc.ca.
- Focus on increasing participation, monitoring zero contributors, and resolving non-payment cases.
- Submit the monthly Māl report via the reporter tool in a timely manner.
- The Regional Nāzim shall hold monthly meetings with all Local Nāzimīn Māl.
- The Regional Nāzim shall visit one Majlis each week along with the Local Nāzim of that Majlis and meet at least ten Khuddām in person.

NATIONAL LEVEL

- Three 'Ashra Māl campaigns will be held in January 2026, April 2026, and September 2026.
- Assign collection targets to each region by November 2025.
- Hold weekly collection status calls with Regional Nāzimīn Māl.
- Hold monthly meetings with Regional Nāzimīn Māl.
- Hold quarterly meetings (region-wise) with Local Nāzimīn Māl.
- Conduct a detailed budget and collection status review with the Regional Qā'id and Regional Nāzim once every month.
- Print and mail Pre-Authorized Forms to each Khadīm's home. The NMA will also attempt to deliver these forms during NMA visits.



- Coordinate with the Aitemād Department to hold at least one Māl-focused Ijlās-e-‘Ām per quarter.
- Provide updated lists to all regions for members leaving Majlis Khuddamul Ahmadiyya.
- In accordance with Huzoor Anwar's ^(aa) instructions, NMA members will visit the homes of Khuddām who have not paid Chandā for the past two years, in coordination with the Tarbiyat Department and Mu‘āwin Sadr Sahib.
- Provide a tracking sheet to assist with follow-ups for members who have not made any payments.
- Send reminder messages through MKAC-collected email addresses to encourage payment and engagement.

Department of
MUHĀSIB

شعب محاسب

Department of MUHĀSIB

All Markaz expenses shall be reviewed by National Muhāsib. Similarly, Local and Regional expenses shall be reviewed by their respective Muhāsibin. Ensure all monthly reports are completed and submitted on time.



MAJLIS LEVEL

Expense

- Ensure appropriate collection and disposal of receipts to prevent duplicate claims.
- Weekly review of expense queue to ensure no delays in reimbursements.
- Ensure Khuddām are aware of Markaz expense guidelines prior to spending.

Inventory

- Create inventory register and maintain monthly.
- Quarterly inventory count of local-held items, if applicable.
- Ensure any purchased inventory is logged post-event.

Finance/Audit

- Assist Region with monthly bookkeeping of regional accounts.
- Assist Qā'id / Zā'im in preparing Majlis / Halqa budget for the year.
- Assist in preparing all local event budgets.
- Ensure budgets are submitted at least 2 weeks prior to the event date.
- Submit financial summary post-event for Region audit within 2 weeks.
- Ensure no funds are collected without appropriate documentation and/or tax receipts.

Administrative

- Ensure monthly reports are always submitted by the 5th of every month.
- Provide local preferred vendors to Region to compile list.



REGIONAL LEVEL

Expense

- Train local Muhāsibīn such that expenses are audited to internal standards
- Ensure local Khuddām are aware of Markaz expense guidelines.
- Daily review of expense queue to ensure no delays in reimbursements.
- Weekly variance report to identify expense claim delays.

Inventory

- Create a Region inventory register and maintain it monthly.
- Quarterly inventory count of Region-held items, if applicable.

- Ensure any purchased inventory is logged post-event.
- Quarterly audit of Local-held inventory.

Finance/Audit

- Monthly assistance to Markaz with bookkeeping of Region accounts.
- Quarterly assistance to Markaz with audit of Region accounts.
- Assist in preparing all Region event budgets for the Finance Committee.
- Ensure budgets are submitted at least 2 weeks prior to the event date.
- Submit financial summary post-event for Markaz audit within 2 weeks.
- Ensure all Local event budgets are submitted 2 weeks prior to the event.
- Audit financial summary provided and ensure it's provided 2 weeks post-event.
- Ensure no funds are collected without appropriate documentation and/or tax receipts.

Administrative

- Monthly in-person meeting with Local Muhāsibīn.
- Ensure Local and Regional reports are submitted on time.
- Monthly review of Local Muhāsibīn reports.
- Regularly maintain the preferred vendor list and share it with Local/Region Majālis.



NATIONAL LEVEL

Expense

- Train Regional Muhāsibīn such that expenses are audited to internal standards.
- Ensure Regional and National 'Āmila are aware of Markaz expense guidelines prior to spending.
- Daily review of expense queue to ensure no delays in reimbursements.
- Weekly variance report to identify expense claim delays.

Inventory

- Create an inventory register and maintain it monthly.
- Schedule quarterly Markaz inventory count.
- Assist in ensuring all purchased inventory is logged post-event.
- Get assistance for above tasks from Mu'āwin Sadr Inventory.

Finance/Audit

- Weekly bookkeeping of all Region accounts with help of Region Muhāsib.
- This includes updating inventory and budgets.
- Work on prior year outstanding audits.
- Quarterly audit of Markaz books.
- Complete audit of all Markaz and Region events within 2 weeks of submission.
- Ensure all monetary collections are accounted for in accordance with finance policy.
- Ensure budgets are submitted 1-2 weeks in advance of Markaz events.

Administrative

- Monthly review of Local and Regional Muhāsibīn reports.
- Monthly meeting with Regional Muhāsibīn.
- Quarterly visits to Region.
- Annually review and update finance and audit policy as required for Sadr Majlis approval.
- Annually update and maintain the preferred vendor list at Markaz.
- Develop templates to be used for various activities i.e. budgeting, audit, etc.



Department of
TAJNĪD

شعبہ تجنید

Department of TAJNĪD

HALQA LEVEL

- Maintain Tajnīd on Khidmat Portal.
- Inform Nāzim Tajnīd and Zā'im Halqa of any Tajnīd changes.

MAJLIS LEVEL

- 100% house visits of all Khuddām residing in the local Majlis by December 31 (Meet & Greet).
- Tracking Khuddām moving in and out of the Majlis using the Khidmat Portal (i.e. Tajnīd request) on a monthly basis.
- 100% monthly report submissions, by the 5th of the month.
- Quarterly review of “Unknown” statuses.
- Visit all new Khuddām transitioning out of Atfālul Ahmadiyya by Dec. 15.
- Visit all new Khuddām (incl. those that move into Majlis from another Majlis, country or Nau-Mubāin) within 1-month. Ensure that Khuddām marked as “New” stay minimal in Majlis.
- Hold monthly meetings with Muntazimīn Tajnīd (applicable to Majālis that have Halqajā'at).
- Inform Regional Nāzim Tajnīd and Qā'id Majlis for any Tajnīd changes.
- Welcome new Khuddām and update their statuses.
- Email to local Qā'id and Nāzim Tajnīd to visit the moved Khadim, within 1-2 weeks of moving.

REGIONAL LEVEL

- 100% reconciliation and update of all Tajnīd records.
- Quarterly review and update of Tajnīd for those Khuddām and Atfāl who moved in and out of the Majlis.
- 100% monthly report submissions.
- Conduct monthly meetings with local Nāzimīn.
- 100% house visits with local Nāzimīn.
- Monthly tracking of Khuddām marked as “unknown”, aim to reduce this to less than 8% of Tajnīd.
- Conduct training sessions with Nāzimīn on how to approach Khuddām (new, familiar, etc.).
- Training the Regional Nāzim Tajnīd to properly clarify the Tajnīd of the Khuddām and create proper tickets!





NATIONAL LEVEL

- Process all Tajnīd requests within 2-weeks of receipt
- Organize a virtual Tajnīd workshop for all Nāzimīn Tajnīd/Qā'idīn to share the Tajnīd process by Dec 31
- Monthly coordination with AIMS to upload new “active” Khuddām to Khidmat portal
- Quarterly review and update of Tajnīd for those Khuddām and Atfāl who moved in and out of the Majlis. Leverage AIMS database and weekly updates from GS department to reduce the number of tickets that need to be submitted by Majālis/Region
- Work with AIMS department to reduce the number of “moved” Khuddām. Reconcile “moved” Khuddām in Khidmat portal using AIMS where possible
- Monthly traction of Khuddām marked as “unknown”, aim to reduce this to less than 8% of Tajnīd
- Conduct Tajnīd Workshops in each region to go over specific Tajnīd challenges with each local and regional Qā'id and Nāzim by end of first quarter
- 100% monthly report submission of all Regions and Majālis
- Conduct monthly meetings with regional Nāzimīn
- Visit Regions and Majālis

Department of

TARBIYAT NAU MUBĀI'IN

شعبہ تربیت نومبائین

Department of TARBIYAT NAU MUBĀYĪ'ĪN

MAJLIS LEVEL

- Develop contacts with all Nau Mubāyī'īn
- Nāzim Tarbiyat Nau Mubāyī'īn should be their first point of contact. Check in regularly, answer basic questions, and be a reliable friend.
- Make proper arrangements to cover the aspects of Tarbiyat for Nau Mubāyī'īn with the help of the local Murabbī. Some of the topics to be covered are:
 - Teaching of
 - The Holy Qur'ān
 - Namaz with translation
 - Offer Prayers (start with at least one prayer daily)
 - Offer Friday prayers at the mosque
 - Watch Friday sermon
 - Help Nau Mubāyī'īn in writing letter to Hazrat Khalifatul Masih (May Allah be his Helper).
 - Engage them in Tablīgh activities
- Help Nau Mubāyī'īn in writing a letter to Hazrat Khalīfatul Masīh (May Allah be his Helper).
- Engage them in Tablīgh activities.
- Engage Nau Mubāyī'īn in Majlis activities such as Ijlasāt, Ijtimā'āt, sports, etc.
- Each Nau Mubāyī should contribute something in the financial system.
- Nāzimīn Majālis should meet each Nau Mubāyī in person at least on a bi-weekly basis.
- Track and submit a monthly report of each Nau Mubāyī.
- The most important element is genuine, unconditional love. Be patient with their questions and their journey. Make them the focus of the community's prayers.
- Ensure Nau Mubāyī'īn are warmly integrated into the Jamā'at, with a focused effort on nurturing their spiritual journey and comprehension of Ahmadiyyat.
- Proactively engage Murabbiyān and other Jamā'at resources to guide Nau Mubāyī'īn. Consistent follow-up is essential to re-establish contact with those who have drifted and to ensure their long-term connection to the Jamā'at.
- Facilitate connections between Nau Mubāyī'īn and their corresponding language or regional desks (e.g., linking Bengali-speaking converts with the Bangla Desk) to ensure culturally and linguistically tailored support.

REGIONAL LEVEL

- Arrange a Ziarat Markaz program.
 - Motivate and convince all Nau Mubāyi'īn in the region to visit Markaz.
 - Regional and Local Nāzimīn Tarbiyat Nau Mubāyi'īn should accompany the Nau Mubāyi'īn during the program.
- Identify a responsible person to organize a well-structured monthly class to talk about Aqeedah (beliefs) and answer questions.
- Invite them to special events like Iftār, 'Īd celebrations, picnics, and sports events with the goal to build natural friendships.
- Work with local Nāzimīn to develop and implement activities for Nau Mubāyi'īn in their Majālis.

NATIONAL LEVEL

- Personal meeting with all Nau Mubāyi'īn at least once in each quarter.
- Individual monitoring of each Nau Mubāyi'īn with the help of regional and local Nāzimīn.
- Hold national Ijtimā' of Nau Mubāyi'īn.
- Encourage and organize Nau Mubāyi'īn to attend Jalsa Sālāna UK in a group.
- Prepare Welcome Kit for Nau Mubāyi'īn. This may include a physical copy of Holy Qur'ān, Books of Masīh Mau'ūd (as), contact list of local Sadr/Qā'id, Jama'at calendar, and local mosque timings.
- Maintain a record to track the engagement of all Nau Mubāyi'īn.



Department of
SAN'AT-O-
TIJĀRAT

شعبہ صنعت و تجارت

Department of SAN'AT-O-TIJĀRAT

MAJLIS LEVEL

- **Maintain a local database of members who are looking for a job**
 - Share their information with potential hiring managers
 - Share the database with Regional and National level
 - Research career opportunities on a monthly basis aligned with what member interests are and share opportunities.
 - Identify Mentors that can support khuddam to the Regional and National level
 - Mentors to provide assistance with career guidance and support
- **Identify and engage** with members that have local business that may be able to support or provide employment to local members
- Promotion and registration of all local Khuddām for Khidmat Institute courses
- **Generate income for the Majlis.**
 - Stalls can be organized at Local Ijtimā', Regional and National Ijtimā'
 - Stalls can also be organized at other events like Eid, Jalsa Salana etc.
- Regularly remind local Khuddām to share jobs and new employment opportunities
- Promotion of all Regional and National level career fair/ networking events
- Ensure Khuddām are aware of resources on **Khuddam.ca**
 - Members looking for mentors, guides, in any given industry should submit application on Khuddam.ca
- Share any new job openings with Regional Nāzim
- **Promotion of MKAC store**
 - Markaz will provide marketing material to be displayed or made available for local members to access

REGIONAL LEVEL

- **Maintain a regional database of members who are looking for a job**
 - Share their information with potential hiring managers
 - Share the database with National Muhtamim
 - Research career opportunities on a monthly basis aligned with what member interests are and share opportunities.
 - Identify Mentors that can support khuddam to National Muhtamim
- Promotion and registration of all Khuddām within the region for Khidmat Institute courses
- **Generate income for the Region.**
 - Stalls can be organized at Regional and National Ijtimā' or similar events
 - Stalls can also be organized at other events like 'Īd, Jalsa Salana etc.



- Regularly remind local Nazimin to engage with Khuddām to share jobs and new employment opportunities
- Promotion of all Regional and National level career fair/networking events
- Identify and engage with all khuddam that are Newcomers to Canada, and provide relevant support and information needed for them to be prepared for Canadian culture and life
- Ensure Khuddām are aware of resources on **Khuddam.ca**
 - Members looking for mentors, guides, in any given industry should submit application on Khuddam.ca
- Share any new job openings within the region and with National Muhtamim
- Create a Regional database of Ahmadi business owners/hiring managers that can provide local members employment opportunities
- Promotion of MKAC store
 - Markaz will provide marketing material to be displayed or made available for local members to access



NATIONAL LEVEL

- **Update and fully utilize the <https://khuddam.ca/departments-sanat-o-tijarat/> page**
 - Create a library of all mentors that can provide assistance to local members
 - Create an area where members interested in Jobs submit their applications along with their resume to the Department to match them up with relevant Mentors. Mentors to provide career guidance and counselling to members seeking support.
 - Create an area dedicated to Newcomers to Canada, as a resource on Education and Employment Support
 - Update the MKAC Store page with new merchandise: <https://khuddam.ca/shop/>
 - Update the Khidmat Institute page with new courses: <https://khidmatinstitute.com/>
- Develop **Program to integrate new immigrant Ahmadis** into workforce/Business
- **Create a National database** of Ahmadi business owners/hiring managers that can provide local members employment opportunities
- Organize Networking events, Career Fair/Expos (April 11th Mubarak Mosque) etc.
- Develop and release content related to the Inspire series throughout the year
- **Generate income through the MKAC Store online and stalls**
 - National Ijtimā'
 - Jalsa Salana
 - Other similar National events
- **Start a Business Course Campaign:**
 - Provide examples and guidance on easy business members can start today
- Circulate a survey on what khuddam interests are with regards to skills and trades they are interested in; by December 2025
- **Launch Courses at the National Level through Khidmat Institute.**
 - Courses targeted Newcomers to Canada – to be free where possible
 - Courses designed for skills development
 - Courses to motivate khuddam brothers to shift from the workforce to becoming entrepreneurs

Department of

TAHRĪK-I-JADĪD

شعبہ تحریکِ جدید

Department of TAHRĪK-I-JADĪD

“Huzoor Anwar (may Allah be his Helper) has expressed the desire that one-third of Tahrĭk-i-Jadĭd contributions should come from Majlis Khuddāmul Ahmadiyya.”

MAJLIS LEVEL

- Educate Khuddām about the **blessed scheme of Tahrĭk-i-Jadĭd**.
- Arrange an **Ijlās-e-‘Ām** to motivate and educate Khuddām on the importance of Tahrĭk-i-Jadĭd.
- Assist the **Local Secretary Tahrĭk-i-Jadĭd** in collecting all pledges and ensuring Chanda is submitted on time.
- Motivate Khuddām about the importance of the **demands of Tahrĭk-i-Jadĭd**, such as living a **simple and humble life**.
- Motivate all Khuddām and encourage them to participate in **Waqf ‘Ārdi**.
- Encourage and promote **Waqf ‘Ārdi** and the spirit of sacrificing time for the sake of the Jamā‘at.
- **Huzoor Anwar (may Allah be his Helper) has expressed the desire that one-third of Tahrĭk-i-Jadĭd contributions should come from Majlis Khuddāmul Ahmadiyya.**

REGIONAL LEVEL

- Hold monthly meetings with all Local Nāzimīn.
- The Regional Nāzim should support Local Nāzimīn Tahrĭk-i-Jadĭd in increasing Khuddām participation in Chanda Tahrĭk-i-Jadĭd.
- Arrange regional Waqf ‘Ārdi trips.



NATIONAL LEVEL

Targets for the Year

- Increase overall participation in and collection of Chanda Tahrīk-i-Jadīd.
- Coordinate Waqf 'Ārdi for the Brantford Mosque.
- Coordinate Waqf 'Ārdi opportunities at Jalsa Sālāna Canada.
- Coordinate Waqf 'Ārdi opportunities at Jalsa Sālāna UK.
- Plan and facilitate Waqf 'Ārdi trips to various South American countries.
- Strengthen and increase Tahrīk-i-Jadīd participation nationwide.
- Fulfill the guidance of Hadrat Khalīfatul-Masīh V ^(aa) that Majlis Khuddamul Ahmadiyya should contribute one-third of the total Tahrīk-i-Jadīd collection.
- Maintain and strengthen relationships with existing contacts.

New Countries for Tabligh & Waqf 'Ārdi Opportunities in South America

- Falkland Islands
 - Language: English
 - Population: ~3,000
- Bouvet Island
 - Population: No permanent population
- South Georgia & the South Sandwich Islands
 - Population: ~30
- Aruba
 - Languages: Papiamentu, Dutch
 - Population: ~100,000
- Curaçao
 - Languages: English, Dutch
 - Population: ~152,000



Department of

SOCIAL MEDIA

شعبہ سوشل میڈیا

Department of SOCIAL MEDIA

Majlis Khuddamul Ahmadiyya currently has 56 (43 majalis and 13 regions) with X (formerly Twitter) accounts. The accounts are separate from the accounts of national departments and charity runs. We also have one national Instagram account.

MAJLIS LEVEL

- Majalis are encouraged to create X (formerly Twitter) accounts which can be used to highlight activities in the majlis. For example, activities done as part of departments of Waqar Amal/Khidmat Khalq/Sehat Jismani, etc.
- Post Ta'limi and Tarbiyati quotes from social media accounts. These quotes should be approved by Murabbi Silsila

REGIONAL LEVEL

- Regions are encouraged to create X (formerly Twitter) accounts which can be used to promote activities organized by the region and repost social media posts by majalis.

NATIONAL LEVEL

Goals

- Create engaging, meaningful content for Khuddam who feel distant from the Jama'at, helping them reconnect through authenticity and relevance.
- Keep content simple and sincere, focusing on the foundations; belief in God, the core teachings of Islam, Ahmadiyyat, and why faith matters today.
 - Use informal vlogs, short videos, and relatable social media trends to convey meaningful messages.
- Make Muslim Youth Canada a platform for all Muslim youth in Canada, not just Ahmadi youth.
 - Explore real issues faced by Muslim youth growing up in the West: peer pressure, vaping, alcohol, dating, loneliness, purpose, ambition, doomerism, and self-discovery
- Keep the tone honest, conversational, and rooted in the everyday Muslim youth experience.
- Fajr40 and local campaigns
- The weekly man of god spoke

Ongoing Work

- Monitor social media activity and trends to stay relevant and responsive.
- Maintain a consistent posting rhythm with Tarbiyyati posts, stories, and short videos.



- Ensure all content reflects the guidance of Hazrat Khalifatul Masih V (aa).
- Manage the Sadr MKAC account with professionalism and consistency.
- Highlight significant dates such as Jalsa Khilafat, Jalsa Salana, Yaum-e-Masih-e-Maud, and Remembrance Day and so on
- Promote and cross-share campaigns from other departments to strengthen community engagement
- Use content provided by local and regional Majālis to create promotional material. Attend any Khuddām-ul-Ahmadiyya events that are requested to be recorded, as much as possible.
- Content Approval: As per guidance from Huzoor Anwar (aa), all content posted on social media must be approved by Sadr Majlis prior to publishing.
- Social Media Monitoring: Monitor social media accounts closely, ensuring that all comments are controlled and moderated as necessary.
- Reel Content: Frameworks for reel ideas have already been established. Mu'āwin Sadr Sāhib can utilize these frameworks and integrate them into the social media content plan effectively.

Monthly Flow

- November – Prayers from the Quran and the Holy Prophet (saw), From the following Friday Sermon - <https://www.alislam.org/friday-sermon/2018-06-15.html>
- using the tilawat from AllIslam and positing these every other day
- Prayers prescribed by Beloved Hazoor
- December: Service to humanity; food drives, clothing drives
- January: Spiritual and moral training. Small habits, small wins, steady growth.
- February: Consistency and love. Talk about the real meaning of commitment, what love actually means.
- March: Ahmadiyyat - Finding strength in community.
- April: Ramadan
- May: Khilafat; unity under one.
- June: Health and spirituality. The body as a trust.
- July: Jalsa.
 - August: Ijtema, prayer, and service
 - September: Istighfar. Renewal and cleansing.
 - October: Reflection. Who were you a year ago? Who are you now?

Reel Ideas

- Allah's Got Your Back (Even When You Don't) – A moment of overwhelm turns into peace when a dua brings calm. A reminder that you were never on your own.
- Men Cry Too – The Prophets did. A parody of alpha-male culture that ends with the real message: strength isn't silence.
- Stress? Overthinking? Just Let Allah Cook – Someone spiraling, then breathing again after remembering "Hasbunallahu wa ni'mal wakeel." Instant calm.
- If You're Here, This is Your Sign to Keep Going – A simple, cinematic reel with voiceover and sunsets. A reminder that your story isn't over.
- Therapy & Tawakkul – You can pray and still get help. Tawakkul means trying. Allah helps those who help themselves.
- The "Just One Time" Trap – How one bad decision turns into a habit. But self-control? That's real power.
- Cool Friends vs. Real Friends – One side hypes bad choices, the other hypes prayer, growth, and loyalty. You already know which one hits deeper.

- Gratitude Over Greed – From scrolling through social media feeling like you're behind, to realizing Allah already gave you everything you need.
- You Don't Have to Fit In to Belong – Real youth answering hard questions at the mosque. Honest, raw, relatable.
- Love vs. Lust – The line everyone blurs. A reflection on what love really means.
- What is Love? – In the West, love is romanticized to death. But Islam defines it with purpose – companionship for the sake of Allah.
- Modesty – Not just about clothing, but about protecting your soul in a world that wants to sell it.
- Haram Relationships Work – A parody that exposes the chaos, the heartbreak, and the emptiness behind them – all with humor that lands.
- Marriage in Islam – Love with intention. How to approach it the right way, what conversations actually matter, and what to avoid.
- If You Feel Disconnected from Prayer – A soft reminder, built from the words of Hazrat Musleh Mau'ud ^(ra). How to start small and rebuild your link with Allah.
- Science and God – Not opposites. A fast-paced reminder that the Quran calls us to think, explore, and understand the world.
- Doubting? Even Prophets Did – Doubt isn't disbelief. It's the beginning of deeper faith.
- Islam is Not Culture – A funny, honest look at how we confuse traditions with religion.
- "I'm Not Religious Enough" – The biggest lie. It's never too late to pray. That's how it starts.
- Mindless Scrolling vs. Mindful Living – Hours lost on TikTok, but no time for prayer. A comedic mirror we all need.
- Small Steps to Break Big Addictions – Real footage of progress: deleting apps, waking up early, controlling the tongue. Growth is slow – but real.
- Do You Even Lift, Bro? – The arrogant gym guy can lift 300 lbs but not his blanket for Fajr. Perspective check.
- When You Choose Faith Over a Quick Fix – The quiet satisfaction of walking away from temptation.
- POV: You Start Praying & Everything Hits Different – Because it does.
- "I Keep Praying, But Nothing Happens" – A reflection on patience. Allah's timing isn't delayed – it's deliberate.
- The Algorithm vs. Allah's Timing – You think your phone is listening to you? Wait till you realize Who's been hearing you all along.
- The Dua That Always Works – "Rabbana atina..." and "Rabbi kullu shay'in..." Prayers that never miss.
- Before & After Trusting Allah – Life doesn't change instantly, but your peace does.
- Islamic Productivity Hacks – Short, fun, practical reminders that spiritual growth is the ultimate discipline.
- You vs. Your Nafs in Ramadan – The real inner battle.
- The Three Prayers of Ramadan's "Ashras – Simple, clear, meaningful.
- Duas to Memorize – "Rabbana la tuzigh quloobana..." and others that ground you.
- Trying to Memorize Quran – The struggle is real, but so is the reward.
- Ramadan Starter Pack – Funny but meaningful. Dates, prayer mat, Qur'an, patience.
- Trust Allah's Plan – When you do, everything starts to make sense.
- Make Dua for Your Parents – A reminder that their prayers are still protecting you.
- For Anyone Feeling Spiritually Stuck – You're not broken. You're being rebuilt.



Department of

WAQF NAU COORDINATOR

شعبہ وقفہ نو

Department of **WAQF NAU COORDINATOR**

MAJLIS LEVEL

- Visit each Waqf Nau Tifl or Khādim at least once, in person, during the year.
- Contact the local Waqf Nau Secretary during the first month of the year.
- Coordinate Waqf Nau Khuddām and Atfāl activities, and work in tandem with the National Waqf Nau Department as usual.
- Assist in holding regular Waqf Nau classes.
- Share key resources from waqfnau.ca with Waqf Nau Khuddām, Atfāl, and parents in your Majlis.
- Encourage Waqf Nau to participate actively in regular Khuddam and Atfāl programs.
- Assist in maintaining an ongoing database of Waqf Nau Khuddām.

REGIONAL LEVEL

- Visit each Local Coordinator at least once during the year.
- Hold monthly meetings with Local Coordinators to review progress and share updates.
- Repackage and promote Waqf Nau resources (videos, guides, articles) from waqfnau.ca through regional communication channels.
- Support the delivery of one Jamia Awareness Session or Career Guidance Event for your region, in collaboration with the National Waqf Nau Department.
- Track and report the status of Waqf Nau engagement across all Majalis in the region.





NATIONAL LEVEL

- Continue to support the National Waqf Nau Department and attend all monthly coordination meetings.
- Further activate and support local and regional coordinators.
- Hold monthly meetings with Regional Coordinators to ensure alignment and information sharing.
- Facilitate the Jamia Awareness Session and Career Guidance Events at the national level.
- Prepare visual content and summaries of key Waqf Nau resources for Khuddam social media and MKAC distribution channels.
- Develop and maintain a shared Resource Folder with all relevant forms, guides, and templates for Waqf Nau Coordinators.
- Create and maintain a National Waqf Nau Engagement Database to capture tangible data on the activation and involvement of Waqf Nau across the country.

Department of

SPECIAL NEEDS

شعبہ اسپیشل نیڈز

Department of SPECIAL NEEDS

MAJLIS LEVEL

- Maintain an active database of all SEND Khuddam & Atfal which will include a detailed profile outlining individual disabilities, supports available, and connect each member to appropriate resources
- Ensure 100% completion of home visits for SEND Khuddam & Atfal
- Establish National Peer Support group for Parents of SEND Khuddam & Atfal
- Continue to develop Khuddam.ca/SEND as a central educational resource hub for Office Bearers and the public
- Develop Ta'limi/Tarbiyati multimedia resources for SEND Khuddam & Atfal
- Development of Regional Coordinators across all regions
- Conduct annual SEND training for Office Bearers at Regional Level
- Ensure that all National events of Majlis Khuddamul Ahmadiyya contain accommodations for SEND Khuddam & Atfal

REGIONAL LEVEL

- Regional SEND Coordinator (as assigned by Regional Qā'id) to maintain active database of all SEND Khuddam & Atfal, and ensure timely coordination with National SEND Department
- Schedule semi-annual peer support meetings for the Parents of SEND Khuddam
- Schedule Annual training sessions of regional and local amila members with National SEND
- Ensure that all regional events contain accommodations appropriate for SEND Khuddam e.g. American Sign Language Section for SEND Khuddam at National Ijtimā'
- Ensure that there are education and sports competitions at Regional level appropriate for SEND Khuddam and Atfal
- Ensure 100 percent house visits for all SEND Khuddam & Atfal
- Work closely with National Department to develop individualized solutions for SEND Khuddam & Atfal

NATIONAL LEVEL

- Coordinate with Regional SEND Coordinator to identify Khuddam & Atfal with Special Needs
- Coordinate with Regional SEND Coordinator to ensure local events have accommodations for Khuddam & Atfal with Special Needs
- Ensure 100% house visits for all SEND Khuddam & Atfal in coordination with Regional SEND Coordinator
- Ensure 100% attendance of Local Amila during Regional SEND training session(s)

2025-2026

MKAC NATIONAL MAJLIS 'ĀMILA

MKAC National Majlis 'Āmila 2025-2026

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22	Additional Mal	Mansoor Mirza Sahib	(647) 273-4064	mal.expense@khuddam.ca
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24	Tajnid	Haris Aziz Bajwa Sahib	(647) 676-4107	tajnid@khuddam.ca
25	Tarbiyat Nau Mubāyi'in	Touseef Ahmad Rehan Sahib	(647) 297-3776	tnm@khuddam.ca
26	San'at-o-Tijārat	Ijaz Iqbal Chatha Sahib	(647) 785-1834	sot@khuddam.ca
27	Tahrīk Jadīd	Khurram Kamal Majoka Sahib	(416) 893-3597	tahrikjadid@khuddam.ca
28	Muqami	Jariullah Adnan Qudrat Sahib	(416) 899-8300	muqami@khuddam.ca

MKAC National Majlis 'Āmila 2025-2026

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31	Mu'āwin Sadr (Properties & Inventory)	Waqas Naveed Sahib	(647) 613-6525	waqas.naveed@khuddam.ca
32	Mu'āwin Sadr (MKAC Studios)	Murabbi Farrukh-ur-Rehman Tahir Sahib	(647) 745-7125	farrukh.tahir@khuddam.ca
33	Mu'āwin Sadr (Special Needs)	Khizar Karim Sahib	(647) 863-6017	khizar.karim@khuddam.ca
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37	Mu'āwin Sadr (Charity Runs)	Zeeshan Shahid Sahib	(905) 531-4142	zeeshan.shahid@khuddam.ca
38	Mu'āwin Sadr (Social Media)	Tahir Mazhar Sahib	(647) 562-9485	socialmedia@khuddam.ca
39	Mu'āwin Sadr (Tarbiyati Matters)	Murabbi Sadiq Ahmed Sahib	(647) 963-8501	sadiq.ahmed@khuddam.ca
40	Mu'āwin Sadr (Rishta Nata)	Murabbi Tahir Mahmood Sahib	(437) 220-8475	rishtanata@khuddam.ca

Chairmen 2025 - 2026

1	Chairman Majlis Ansaar Sultanul Qalam	Ali Shahan Butt	(587) 337-1223	masq@khuddam.ca
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