MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA

REFRESHER COURSE

PACKAGE



2026
2027

NATIONS CANNOT BE REFORMED WITHOUT THE REFORMATION OF THE YOUTH

HAZRAT MUSLEH MAU'ŪD [RA]



MAJLIS
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AIMS & OBJECTIVES
OF KHUDDĀMUL AHMADIYYA

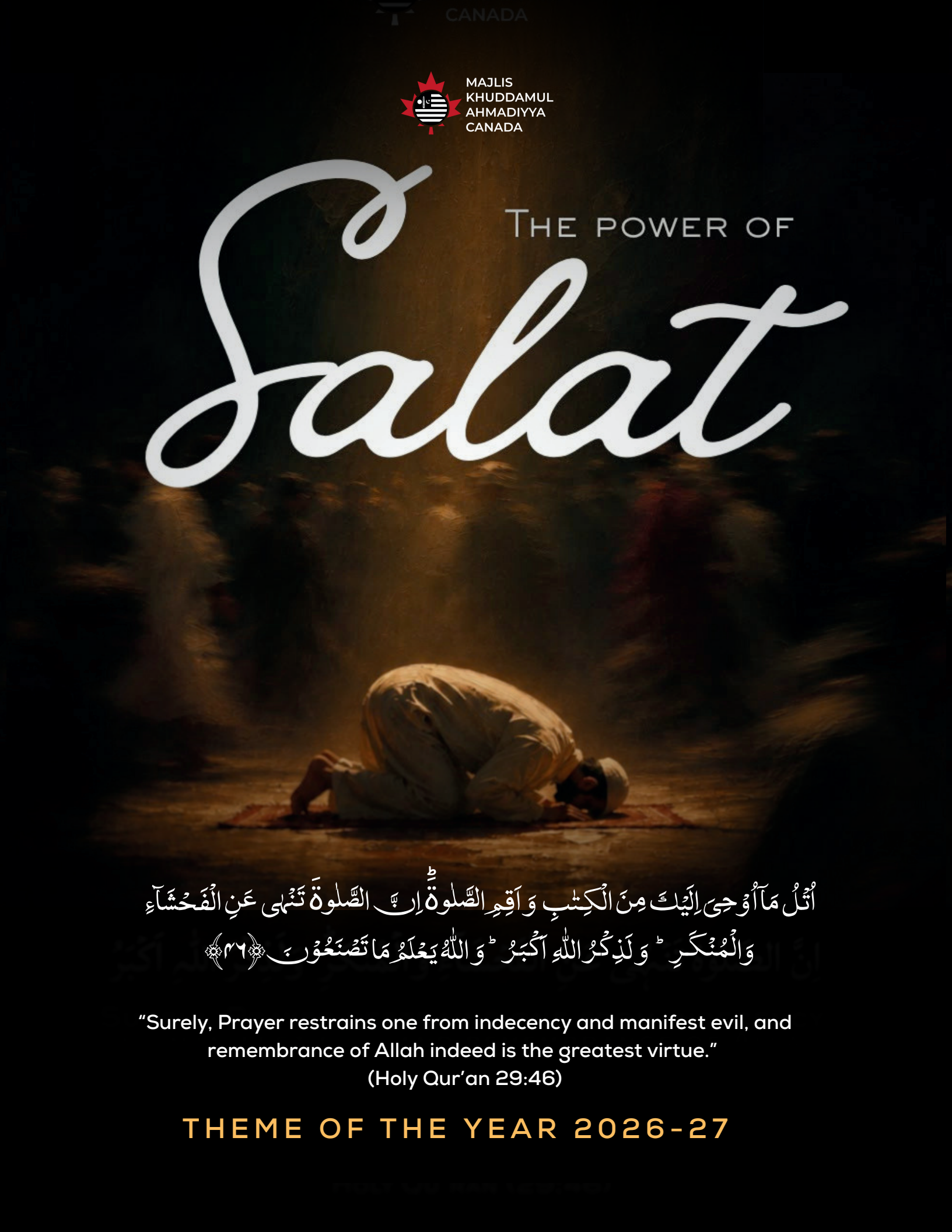
- To train and educate its members, including Atfālul Ahmadiyya, in true Islamic ways, to inculcate in them the love of Allah and of Hazrat Khataman Nabiyyin Muhammad Mustafa[sa], the spirit of serving Islam, the country,mankind, and strive for their welfare.

OBLIGATIONS

- 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.

MAJLIS
KHUDDAMUL
AHMADIYYA
CANADA

The Power of Salat



اُتْلُ مَآ اُوْحِیَ اِلَیْكَ مِنَ الْكِتٰبِ وَ اَقِمِ الصَّلٰوةَ ؕ اِنَّ الصَّلٰوةَ تَنْهٰی عَنِ الْفَحْشَآءِ
وَالْمُنْكَرِ ؕ وَ لَذِكْرُ اللّٰهِ اَكْبَرُ ؕ وَ اللّٰهُ یَعْلَمُ مَا تَصْنَعُوْنَ ﴿۴۶﴾

"Surely, Prayer restrains one from indecency and manifest evil, and remembrance of Allah indeed is the greatest virtue."
(Holy Qur'an 29:46)

THEME OF THE YEAR 2026-27

Assalāmu ʻAlaikum wa Raḥmatullāhi wa Barakātuh,

By the Grace of Allāh, Ḥaḍrat Khalīfatul-Masīḥ V (aa) has graciously approved the following theme for Majlis Khuddāmul Aḥmadiyya Canada for 2026–27:

The Power of Ṣalāt

اُتْلُ مَآ اُوْحِیَ اِلَیْكَ مِنَ الْكِتٰبِ وَ اَقِمِ الصَّلٰوةَ ؕ اِنَّ الصَّلٰوةَ تَنْهٰی عَنِ الْفَحْشَآءِ وَ الْمُنْكَرِ ؕ وَ لَذِكْرُ اللّٰهِ اَكْبَرُ ؕ وَ اللّٰهُ یَعْلَمُ مَا تَصْنَعُوْنَ ﴿۴۶﴾

“Surely, Prayer restrains one from indecency and manifest evil, and remembrance of Allah indeed is the greatest virtue.” (Holy Qur’ān 29:46)

May Allāh enable us to establish a strong and lasting connection with Him through Salat, strengthen our faith, and make our prayers a means of protecting us from wrongdoing and transforming our lives.

Āmīn!

Majlis Khuddāmul Aḥmadiyya Canada

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 at least 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 Tilawat, Nazm, translation or do presentations at least once a year.
- Attendance of the Ijlas 'Ām should be at least 50% of the total Tajnīd.

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 Tajnīd should strive to get at least 50% of the Saiq Forms completed every month.

Inventory:

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

'Alm In'ami:

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

Office Hours:

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

REGIONAL LEVEL

Monthly Meetings:

- Regional Mu'tamadīn must have monthly meetings with local Majālis Mu'tamadin to train and guide them. The proceedings of these meetings must be recorded.
- Regional 'Āmila meeting must be conducted every month.

Regional Ijtimā:

- Conduct Regional Ijtimā' on a suitable date according to 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.

Office Hours:

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

NATIONAL LEVEL

A'itemad:

- 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.
- Monthly Ijlas 'Ām packages will be sent to Majālis, along with comprehensive guidelines for conducting meetings, Ijlasat 'Ām, Ijtimā', budget planning, and duty allocation. Coordinate with Ta'līm and Tarbiyat for content of the Ijlas 'Ām packages.
- Saiq Form Report data will be visualized for Majālis & Regions and distributed to them monthly, making it more accessible and understandable.
- The MKAC Calendar of Events is to be made and distributed to all Majālis and Regions shortly after the beginning of the Khuddām year.
- Collect and review Muhtamimin reports, and compile for the Monthly National Report to Huzoor Anwar (aa) by 15th of every month.
- Collect and review Muhtamimin reports on the implementation of the guidance received from Huzoor Anwar (aa), and compile for the Monthly Implementation Report to Huzoor Anwar (aa) by 15th of every month.
- Conduct Office Hours for National Majlis Āmila members (every Mondays, Tuesdays, and Thursdays)
- Schedule and conduct mid-year reviews with the Majālis and Regions

NATIONAL LEVEL

Department Coordination:

- Work with Tajnīd Department to reconcile Tajnīd of all members in accordance with the instructions of Huzoor Anwar[aa].
- Coordinate with Mu'āwin Ṣadr Properties and Muḥāsib to ensure proper maintenance of inventory and the four Majlis properties in Canada: Al-Khidmat, Baitul Ata, Sarae Khidmat (29 Mahmood) and Baitul Nasir (19 Bashir).
- Coordination with Mu'āwin Ṣadr Ḍiyāfat for good housekeeping and hospitality.

IT:

- Maintain, monitor, and troubleshoot Al-Khidmat network infrastructure and Wi-Fi connectivity
- Establish procedures for handling technical issues and resolving system and connectivity problems
- Maintain procedures for technical issue resolution, system access management, data protection, and backup and recovery to ensure secure and uninterrupted IT operations
- Oversee the launch, ongoing maintenance, and continuous improvement of the new Khidmat Portal (new.khidmat.ca)
- Train office bearers at all levels on the new Khidmat Portal and provide ongoing technical guidance and support
- Maintain and facilitate the progress of Maḥmūd Institute

Ijtimā'at:

- Create and distribute Ijtimā' package to all Majālis and Regions
- Receive and verify Nāẓimin A'la appointments from Majālis and Regions
- Receive and verify Ijtimā' duty charts and budgets from Majālis and Regions
- Collaborate with Majālis and National Majlis 'Amila members to schedule Elections of Majlis Shūrā Delegates during Local Ijtimā'at
- Collaborate with Mu'awin Ṣadr Visits to schedule National Majlis 'Āmila visits during Local and Regional Ijtimā'at

DEPARTMENT OF
TARBIYAT

شعبہ تربیت



DEPARTMENT OF TARBIYAT

By the Grace of Allāh, Syedna Ḥazrat Khalīfatul-Masīḥ V (aa) has graciously approved the following theme for Majlis Khuddāmul Aḥmadiyya Canada for 2026–27:

The Power of Salat

"Surely, Prayer restrains one from indecency and manifest evil, and remembrance of Allah indeed is the greatest virtue." (Holy Qur'ān 29:46)

Tarbiyat Department's focus on all levels is to highlight the importance of Salat, remind Khuddām to come to Salat, and improve attendance at mosques on 5 daily prayers. Develop the habit of offering 5 daily prayers.

#	Initiatives/ Theme	Period	Implementation
1	**Implementation of Approved Shūrā Recommendations (2026)**	Nov – Oct	All
2	**Fajr40** – 40 Days Self Reformation Challenge	Nov 21 – Dec 31	Majlis
3	**Meet & Greet Campaign**	Nov 10 – Nov 30	Majlis
4	**Monthly Salat Tracker**	Dec - Oct	Majlis
5	**Grade 10 Tarbiyati Camp**	Dec 19- Dec 25	National
6	**Maghrib / Isha Campaign**	May 14 – June 14	Majlis
7	**Parents Information Sessions**	Mar – Oct	National/Regional

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)		Reading Holy Quran Every Day

- There will be **three** 'Ashrajat 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 Khuddam with zero chanda in the past.
- Regular tracking of khuddam attendance during count week for the Monthly Salat Tracker.
- 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 Silsilah is part of such panels

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
- Regional Nāẓim Tarbiyat will strive to ensure active participation by all Majālis in Fajr40 and all other Ṣalāt related initiatives
- Regional Nāzimīn should actively Participate in Meet & Greet Campaign

NATIONAL LEVEL

- The Department of Tarbiyat on priority basis will work with other Departments towards the implementation of the following approved Shūrā Proposals 2026 :
  1. "**Increase Khuddam Attendance in Mosques" (2026)**
- 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 regular basis with special reminders on writing a letter to Huzoor Anwar[aa]
- The Department will share key 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
- The Department will review monthly Saiq form statistics and take appropriate actions through regions based on data insights, prioritizing self-reformation/ Tarbiyat essentials for office bearers at all levels
- The department will provide monthly Ijlas 'Ām material pertaining to Tarbiyat related topics

DEPARTMENT OF
TARBIYAT NAU MUBĀYI‘ĪN

شعبہ تربیت نومبائین



DEPARTMENT OF TARBIYAT NAU MUBĀYI'ĪN

MAJLIS LEVEL

- Up-to-date record of all Nau Mubāyi'īn
  - Which religion they've entered from
  - Reason for conversion; marriage, etc.
- Develop contacts with all Nau Mubāyi'īn
  - Nāẓim Tarbiyat Nau Mubāyi'īn should be their first point of contact. Check in regularly, answer basic questions, and be a reliable friend. Should meet each Nau Mubāy'i in person at least on a bi-weekly basis.
- Make proper arrangements to cover aspects of Tarbiyat for Nau Mubāyi'īn with the help of local Murabbī.
  - Teach Nau Mubāyi'īn about Salat (Namaz) and its translation
  - Educate according to their backgrounds, e.g. if came from Christianity, teach them about the Holy Quran, Ahadith, the Holy Prophet (sa), etc. If they came from Islam, then need to educate accordingly (e.g. teach about the Promised Messiah (as) and Khulafa, etc.)
  - Offer Prayers (start with at least one prayer daily)
  - Offer Friday Prayers at the mosque/namaz centre
  - Watch weekly Friday Sermon of Syedna Hazrat Khalifatul-Masih V (May Allah be his Helper!)
  - Help Nau Mubāyi'īn in writing letters to Syedna Hazrat Khalifatul-Masih V (May Allah be his Helper!).

- Engage Nau Mubāyi'īn in Majlis activities such as Ijlāsāt, Ijtimā'at, sports, etc. Make them assistants of events, and involve them.
- Each Nau Mubāy'i should be educated about financial sacrifice and should give something in the financial system.
- 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.
- Submit monthly report for the department by the 5th of each month.

REGIONAL LEVEL

- Up-to-date record of all Nau Mubāyi'īn
  - Which religion they've entered from
  - Reason for conversion; marriage, etc.
- Arrange a Ziyarat Markaz program.
  - Motivate and convince all Nau Mubāyi'īn in the region to visit Markaz.
  - Regional and Local Nāzimeen Tarbiyat Nau Mubāyi'īn should accompany the Nau Mubāyi'īn during the program.
- Organize well-structured monthly class to talk about Aqeedah (beliefs) and answer questions.
  - Educate according to their backgrounds, e.g. if came from Christianity, teach them about the Holy Qur'ān, Ahadith, the Holy Prophet[sa], etc. If they came from Islam, then need to educate accordingly (e.g. teach about the Promised Messiah[as] and Khulafā', etc.)
- Invite them to special events like Iftār, 'Īd celebrations, picnics, and sports events with the goal to build natural friendships.
- Work with Local Nāẓimīn to develop and implement activities for Nau Mubāyi'īn in their Majālis.

NATIONAL LEVEL

- Up-to-date record of all Nau Mubāyi'īn
  - Which religion they've entered from
  - Reason for conversion; marriage, etc.
  - Record from the last 3 years
- Personal meeting with all Nau Mubāyi'īn at least once in each quarter.
- Individual monitoring of each Nau Mubāy'i with the help of Regional and Local Nāzimin.
  - Monitor education of Nau Mubāyi'īn
- 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 physical copy of Holy Qur'ān, books of Promised Messiah (as), contact list of local Sadr/Qā'id, Jamā'at calendar and local mosque timings.
- Create Welcome Package for Nau Mubāyi'īn coming into the Jamā'at.

DEPARTMENT OF

TA‘LĪM

شعبہ تعلیم



DEPARTMENT OF TA'LĪM

MAJLIS LEVEL

Mandate #1 Khuddām Korner

- Weekly Ta'līm class with Nāẓim Ta'līm and/or a Murabbī with the aim of educating all levels of Khuddām, in order to progress each individual in his religious knowledge. Focus on basic learning rather than advanced knowledge
- Class will focus (primarily) on completing reading/assessments of Malfuzat, Vol. 1 during the year based on an app
- 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.
- The classes should be held at a consistent time and venue (e.g. after Fajr or before/after a Sports session, etc.)
- Target attendance: 30% of Tajnīd.
- **Benefits of attending Khuddām 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 Khuddām to retain generally.
- Target: 30% Khuddām participation across Regions.

Mandate #3 Ahmadiyya Quiz League

- The AQL will be held at the Local, Regional, & National levels. The syllabus will be based on the content provided in the Khuddām Korners, the current Friday Sermon Quizzes, & the National book reading campaign (i.e. Ruhani Khazain). Hence, participating in all those Ta'līmi initiatives will help prepare for the Ahmadiyya Quiz League.

MAJLIS LEVEL

Mandate #4 Book Reading Club

- Khuddām must participate in reading a portion of the book of the Promised Messiah[as] on a monthly basis.
- As per an approved 2026 Shūrā recommendation, a national reading campaign will be held in 2026-2027 for reading the books of the Promised Messiah[as]. Tiers & prizes will be announced. The goal is to have most number of Khuddām read as many books from Ruhani Khazain during the year.
- Have a monthly meeting where Khuddām discuss the books they have read during the month (online).
- **Prescribed books for 2026-2027:**

English:

I) Malfuzat Vol. I.

II) Murder in the Name of Allah

III) Revelation, Beacon for the Youth (Vol. 1)

Urdu:

ملفوظات، جلد ا

مذہب کے نام پر خون

مشعل راہ، جلد ا

- Provide audio recording snippets from these books for engaging Khuddām through further platforms.

Mandate #5 Sharing Ta'līmi Content

- Periodically (a few times a week) share extracts from prescribed books of the year; passages that are meaningful and beneficial for Khuddām.
- Share posts/videos from online social media platforms (X/Youtube) to keep members intellectually active.

Mandate #6 Qur'ān Classes

- A national virtual Ta'līm class will be conducted on a weekly basis.
- The class will cover basic recitation rules of the Holy Qur'ān
- Also interesting content/tafsir from one part weekly.
- Entire Qur'ān will be covered over a period of around 8 months, insha'Allah

Other

- Encourage Khuddām to read the prescribed National Ta'līmi Syllabus prepared by the Ta'līm Department.
- Encourage Khuddām to Participate in the National Essay Writing Competition (Deadline for Submission: July 31, 2027). A minimum of 3 participants per region is targeted.
- Make a short presentation at each Ijlas 'Ām to educate Khuddām on general religious knowledge, e.g. Salat, Qur'ān, Ramadan, etc.
- Conduct Ahmadiyya Quiz League at the local level.
- Nāẓimīn must read all materials and instructions from the National department before implementation.

REGIONAL LEVEL

- Regional Nāẓimīn must hold a monthly meeting with their respective local Nāẓimīn.
- Through their example, Regional Nāẓimīn must promote and inspire local Nāẓimīn to actively support and guide Khuddām to enhance their religious knowledge.
- Ensure that all local Majālis conduct the educational competitions in the local Ijtima as outlined in the Ijtimā' syllabus.
- Submit Regional Ijtimā' results promptly after the event's conclusion, including the following winner information: Name, Majlis, member code, and contact number.
- Conduct AQL at the regional level (it may be done at the regional Ijtima, if priorly planned).
- Ensure all mandates from the National level are being implemented regularly at the local level.
- Ensure Khuddām are preparing for all national campaigns in a timely manner.

NATIONAL LEVEL

- Create a National Ta'līmi Syllabus, including a weekly syllabus for Khuddām Korner throughout the year.
- Create weekly Friday Sermon Quizzes and relay them to Regions & Majālis.
- Ensure all local and regional Ijtimā'at are conducted in a professional manner, with due attention given to all educational competitions and participants informed of the details in a timely manner.
- Establish further courses/registrations at the website "mahmudinstitute.ca" and assist Khuddām to enrol in the courses (Tartīl, Qur'ān Translation, Arabic, Holy Qur'ān Tafsīr).
- Maintain a Talimi social media presence, i.e. Twitter (X)/Youtube Shorts, etc. (MKAC Talim account) with useful religious knowledge posts
- Oversee the Ahmadiyya Quiz League at the local & regional level.
- Conduct the AQL at the national level.
- Conduct Smartest Khadim Competition at the National Ijtimā'.
- Launch a national reading campaign for reading the Books of the Promised Messiah[as], with tier levels, prizes, & regular updates to ensure Khuddām develop habits of reading Ruhani Khazain.
- Establish and oversee the book club with monthly meetings
- Ensure participation of Khuddām across regions in the National Essay Competition. The competition will be in English & Urdu (2500 words); cash prizes for the top 3 winners ($300.00, $200.00, $100.00). Also in French (1000 - 1500 words) (minimum 5 participants to warrant the prize)

NEW PROPOSALS 2026-2027

Description	Details
App Development #1	Create an app for reading Ruhani Khazain, enforced through specific topics/quizzes, etc.
App Development #2	Create an app for reading the Holy Qur'an consistently, based on a point system
National Book Reading Campaign	A National year-based challenge on reading the books of the Promised Messiah (as) with tier levels, incentives of attractive prizes, etc. to help Khuddām establish habits of reading Ruhani Khazain
Weekly Qur'an Class	Weekly virtual class to be conducted covering recitation rules and content of the entire Qur'an over a period of 8 months for all Khuddām Nationally.

DEPARTMENT OF

TABLĪGH

شعبہ تبلیغ



DEPARTMENT OF TABLĪGH

DĀ'IYĀN CLUB ACTIVATION: LOCAL MAJALIS TO CREATE CULTURE OF TABLIGH
ISLAM UNDERSTOOD CAMPAIGN - 50 EVENTS IN TOWNS - 4 VISITS TO EACH TOWN
100 BAI`AT TARGET
100,000 FLYER TARGET

MAJLIS LEVEL

- Local Tabligh Teams (One day a week Tabligh, Flyer Distribution, Sittings etc)
- Establishment of local Daiyan Clubs to create a culture of Tabligh and Dawat illallāh. Add local Dā'iyān to the National Daiyan Club.
- Daiyan checklist: One day a week Tabligh (flyer distribution, sitting with a contact etc). Write a letter to Huzoor (aa) monthly, attend Dā'iyān meetings.
- Each Majlis to host one Islam Understood event in assigned Town. 4 Visits in Towns, flyer distribution, visit mayors/town halls, faith centers, online marketing
- 70% participation in National Tabligh Day
- 1 Bai`at target per Majlis

REGIONAL LEVEL

- Monthly meeting with all Local Nāẓimīn.
- Ensure local Dā'iyān Clubs are formed and meeting multiple times monthly.
- Ensure all Dā'iyān from region are in National Dā'iyān Club WhatsApp Group and attending National Dā'iyān Club events.
- Manage and develop local Tabligh Teams by facilitating one day a week Tabligh activities (flyer distribution, sittings with contacts, etc).
- Islam Understood events in assigned towns. 4 visits to each town. Emphasis on towns where there is opposition to Islam.
- Mosque Open House and Coffee and Islam events.
- Fast With Muslims campaign in collaboration with Jamā'at.
  Collaboration with Markaz to facilitate local sittings of contacts incoming from National campaigns (Coffee & Islam, Join Islam, Mosque Tours).
- Participation in Social Media activities (sending videos/pictures, content from local events and Town visits to Markaz team).
- National Tabligh Day Participation (70% of region)
  Target One Bai'at per Majlis in region.

NATIONAL LEVEL

- Dā'iyān Club: Management and facilitation of National Dā'iyān Club.
- Islam Understood: 50 open house events in Towns. Visit towns 4 times each.
- 100 Bai'ats target.
- 100,000 Flyers distribution target.
- Reach over 5,000,000 Canadians through media coverage and social media.
- Join Islam digital marketing campaign.
- Activate and optimize AMYA Outreach Twitter/X Account.
- National Tabligh Day.
- Utilize Press/Media for maximum reach of AMYA initiatives.
- Monthly meeting with Regional Nāẓimīn.

MONTH	ACTIVITY	ON-GOING
NOVEMBER	ESTABLISH LOCAL DAIYAN CLUBS	One Day A Week Tabligh Daiyan Club (Local and National) Digital Marketing Tabligh
DECEMBER	ISLAM UNDERSTOOD OPEN HOUSES IN TOWNS	
JANUARY	ISLAM UNDERSTOOD OPEN HOUSES IN TOWNS	
FEBRUARY	FAST WITH MUSLIMS CAMPAIGN	
MARCH	MARCH 23RD MESSIAH HAS COME	
APRIL	MOSQUE OPEN HOUSES	
MAY	COFFEE & ISLAM	
JUNE	COFFEE & ISLAM	
JULY	FLYER DISTRIBUTION AT DOWNTOWNS/EVENTS	
AUGUST	FLYER DISTRIBUTION AT DOWNTOWNS/EVENTS	
SEPTEMBER	FLYER DISTRIBUTION AT UNIVERSITIES	
OCTOBER	NATIONAL TABLIGH DAY	

DEPARTMENT OF
TAJNĪD

شعبہ تجنید



DEPARTMENT OF TAJNĪD

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

TAHRĪK JADĪD

شعبہ تحریک جدید



DEPARTMENT OF TAHRĪK JADĪD

MAJLIS LEVEL

- Educate Khuddām about the blessed scheme of Tahrīk-i-Jadīd.
- Arrange an Ijlās-e-'Ām to motivate and educate Khuddām on the importance of Tahrīk-i-Jadīd along with it's history and mandate.
- Make an effort to ensure Khuddām are participating in Tahrīk-i-Jadīd and make a special effort to motivate those Khuddām who did not participate in the previous year.
- Encourage and remind Khuddām about the importance of the demands of Tahrīk-i-Jadīd, such as living a simple and humble life.
- Motivate all Khuddām to participate in Waqf 'Ārdi.
- Promote Waqf 'Ārdi and the spirit of sacrificing time for the sake ofthe Jamā'at.
- Huzoor Anwar (May Allah be his Helper) has expressed the desire that atleast one-third of Tahrīk-i-Jadīd contributions should come from Majlis Khuddāmul Ahmadiyya.
- Ensure that the monthly report is submitted on the 5th of every month
- All Local Nāẓimin should attend the monthly meeting held by their Regional Nāẓim Tahrīk-i-Jadīd
- Ensure all content, flyers and presentations etc. in regards to Tahrīk-i-Jadīd are shared with Khuddām of the Majlis.

REGIONAL LEVEL

- Educate Khuddām about the blessed scheme of Tahrīk-i-Jadīd.
- Hold monthly meetings with all Local Nāzimīn.
- The Regional Nāzim should support Local Nāzimīn Tahrīk-i-Jadīd in increasing Khuddām participation in Chanda Tahrīk-i-Jadīd.
- Ensure Khuddām are arranged for Waqf ‘Ārdi trips.
- Submit the monthly report by the 10th and ensure 100% of local Majālis reports are submitted by the 5th of every month.
- All Regional Nāẓimin to attend the monthly Tahrīk-i-Jadīd meeting
- Ensure all content, flyers and presentations etc. from National are shared with Local Nāẓimin Tahrīk-i-Jadīd and Khuddām of the Region

NATIONAL LEVEL

- Educate Khuddām about the blessed scheme of Tahrīk-i-Jadīd
- 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.
- Encourage Khuddām to lead simple lives.
- Prepare rebuttals via videos, graphics and flyers to adverse propaganda.
- Assist Khuddām with career guidance, finding jobs and encourage them to start their own businesses in accordance with the Ṣan‘at-o-Tijārat department.
- Ensure that the monthly report is submitted on the 15th of every month.
- Hold a monthly meeting with Regional Nāẓimin Tahrīk-i-Jadīd

DEPARTMENT OF

UMŪR TALABA’

شعبہ امور طلبہ



DEPARTMENT OF UMŪR TALABA’

Vision

- Spread the message of Islam Ahmadiyyat across the academic body and complete the Tarbiyat (moral training) of our students.
- Give each AMSA autonomy to choose its own topics; the department supports their efforts in every way it can.
- Expose students to the work of Taḥrīk-i-Jadīd in Central America.
- Connect students with leaders in their fields, with the help of the department of San’at-o-Tijārat MKAC and the Jamā’at.

MAJLIS LEVEL

Foundation: Jumu’a and the Student Database

Jumu’a (priority action)

- Establish Jumu’a at every university, college and high school where an AMSA exists. Most AMSAs are already verified; confirm the rest and report back.
- Track attendance at each AMSA and share it with the 'Āmila through a reporting
- system.

Student database

- The problem: some departments still use Google Sheets or Excel. Huzoor Anwar (aa) asked for the student count in month 12, and data was still being collected.
- All departments work with Muhtamim Umūr Talaba’ to consolidate and migrate data to the Khidmat Portal so it carries over.
- Link the database to Chanda records.
- A dedicated team maintains it and helps collect student data.
- With the national Department of Ta'lim, collect data on who intends to pursue graduate degrees (Master's and beyond), work, or professional schools. This is an instruction from Huzoor Anwar (aa).
- Once data is reliable, consider a scholarship, recognition or cash prize for post-secondary graduates.

REGIONAL LEVEL

Regional Programs

- Inspire: semi-annual event for all Khuddām. Encourages students to pursue Master's and PhD degrees and other Khuddām to return to school, and shows that body and mind are a trust (Amānat) from Allah.
- MKAC Think: held once a year.
- Proposed theme: "My Companions are like the Stars; follow any one of them and you will be rightly guided." Or “Salat: Certainty Beyond the Books”

Career Support

- San'at-o-Tijarat and Umūr Talaba’ to hold a career fair in mid-March - proposed date March 15

AMSA Level

- Tabligh tabling twice a month.
- Jumuah at every namaz centre.
- Monthly students' night.
- Monthly executive meeting.
- Two events a year: fall is free choice; winter covers the existence of God and the question of suffering, with the Review of Religions.
- Involve the Department of Additional Tarbiyat in adopting the Shura proposal on timely marriage and handling society's influences.
- hold programs with high school students offering career guidance as the job market changes given the advancements in AI and the imminent threat of a third world war
- have a survey circulated gathering data on students concerns

NATIONAL LEVEL

National Programs

- Hold monthly meetings with Regional Nāẓimin and with AMSAs.

Holy Quran Quiz League

- New initiative, run with the Department of Ta'lim.
- Monthly virtual quiz on selected chapters of the Holy Quran, independent of the Ijtima syllabus.
- Purpose: encourage Quran study alongside careers; bonus questions from the
- Friday Sermons of Hazrat Khalifatul Masih V [aa].
- Leaderboard shows individual leaders and AMSA rankings, based on how each AMSA's participants placed.
- MKAC collaborates with Tarbiyat to build excitement.
- Final bracket decided at the AMSA Summit; finalists compete on stage at Ijtima,
- Smartest Khadim style.
- Individual prizes: $500, $300, $150.
- Top AMSA prizes: $1,000, $750, $500.

AMSA Summit

- One-day, students-only event after final exams in late May.
- Proposed location: Maryam Mosque, Barrie.
- Purpose: AMSAs bond, relax, and set lofty goals.
- Master's and PhD students present research in a narrative format: its impact and progress in the field, with peer feedback and collaboration.
- Networking and job opportunities, with Ta'lim and San'at-o-Tijarat.
- Sports tournaments: volleyball, basketball, hockey and soccer.
- Quiz League final bracket decided here.
- MASQ booth present; MKAC messaging encourages Khuddām to join MASQ writing campaigns.

Student trip (one of four)

- UK: visiting Beloved Huzoor [aa].
- Cordoba, Spain: Muslim Spain.
- Turkey: Hagia Sophia and the Ottoman sites.
- Belize, Ecuador or Peru: help with Jalsa and work with Taḥrīk-i-Jadīd

Student database

- Consolidate and migrate data to the Khidmat Portal so it carries over. A dedicated team maintains it and helps collect student data.
- Collect data on who intends to pursue graduate degrees (Master's and beyond), work, or professional schools.
- Consider a scholarship, recognition or cash prize for post-secondary graduates.

DEPARTMENT OF

ʻUMŪMĪ

شعبہ عمومی



DEPARTMENT OF ‘UMŪMĪ

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.
- **Safety and Security**
  - Arrange security for all Jamā’at properties.
  - Assign Khuddām for security duties at events (Friday Prayers, Ijlas ‘Ām, daily 5 Namaz, and all Majlis events).
  - Emphasize diligence, especially for major events.
- **NEW – Mosque Security SOPs**
  - Submit mosque security SOPs to Markaz.
- **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 Majlis without delay.
- **Incident & Regular Reporting**
  - Submit Umūmī incident reports to the regional level immediately.
  - Monthly reports are due on the 5th of each month; Friday Prayer reports within two hours on the APP.
- **Training and Team Building**
  - Train 15% of Tajnīd 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 'Ām, 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 'Umūmī APP.

- **Coordination and Training**
  - Hold monthly meetings with all local Nāzimīn.
  - Organize security training, aiming to cover 15% of Tajnīd 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 'Umūmī App.
  - Organize and retain supporting documents for reported incidents.
- **NEW – Mosque SOP Review**
  - Review mosque security SOPs submitted by local Majālis and follow up on required updates.
- **Training and Coordination**
  - Schedule regional Hifazat Basic Training sessions.
  - Coordinate groups for 'Umūmī 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

WAQĀR ‘AMAL

شعبہ وقارِ عمل



DEPARTMENT OF WAQĀR ‘AMAL

MAJLIS LEVEL

- **Regular Waqār ‘Amal**: Conduct Waqār ‘Amal regularly at mosques (daily) and Namāz centres (at least twice weekly). Every mosque and Namāz centre must conduct Waqār ‘Amal every Thursday evening in preparation for Friday prayers.

- **Exemplary Waqār ‘Amal**: Organize at least one exemplary Waqār ‘Amal activity annually, involving a minimum of 25% of the Majlis’s Khuddām.

- **Winter Maintenance**: Establish teams for snow removal at mosques, Namāz centres, Jamā‘at properties, and other designated locations.

- **Community Service**: Participate in Adopt-a-Road and/or Adopt-a-Park programs in coordination with relevant authorities and departments.

- **Waqār ‘Amal at Home**: Encourage Khuddām to perform Waqār ‘Amal at home through gardening, household cleanup, minor repairs, and other forms of manual work.

- **Waqf ‘Ārdi**: Encourage Khuddām to volunteer for Jalsa Sālāna Canada, MKAC mosque projects, Jalsa Sālāna UK.

- **Event Support**: Provide volunteers to support Regional and National events, including ‘Īd prayers, Jalsa events, and National Ijtimā‘āt.

REGIONAL LEVEL

- **Exemplary Waqār ‘Amal**: Organize at least one exemplary Waqār ‘Amal activity in the Region before April 30 each year, with participation from a minimum of 15% of the Region’s Khuddām.
- **Community Programs**: Assist local Majālis in establishing and maintaining Adopt-a-Road and/or Adopt-a-Park initiatives.
- **Monthly Meetings**: Hold monthly meetings with local Nāzimīn to review progress, address challenges, and coordinate activities.

- **Tree Planting and Spring Cleanup**: Organize tree-planting and spring-cleanup activities within local communities.

- **Regional Volunteer Team**: Establish a dedicated Regional Waqār ʻAmal team consisting of 15–20 Khuddām.

- **Jamāʻat Event Support**: Provide setup, teardown, and other assistance for Jamāʻat and auxiliary events, including Jalsa Masīh Mauʻūd (as), Jalsa Musleh Mauʻūd (ra), Jalsa Sīrat-un-Nabī (sa), Lajna Meena Bazaars, and other designated events.

- **Support Local Majālis**: Assist local Majālis with cleaning, setup, and windup at mosques and Namāz centres, particularly for Friday and Eid prayers.

NATIONAL LEVEL

- **Support Regional Initiatives**: Assist all Regions and Majlis Muqāmī in organizing tree planting, Adopt-a-Road, Adopt-a-Park, and spring-cleanup activities at mosques and within local communities.

- **National Exemplary Waqār ʻAmal Day**: Establish and promote a National Exemplary Waqār ʻAmal Day. Encourage all Majālis and Regions to organize exemplary Waqār ʻAmal activities on this designated day. Provide guidance and support to help local and regional teams approach municipal authorities, coordinate with city officials, identify suitable public spaces, and organize community-cleanup initiatives.

- **Monthly Regional Meetings**: Hold monthly meetings with Regional Nāzimīn to monitor progress, address challenges, and coordinate national priorities.

- **National Event Support**: Coordinate setup, teardown, and other preparations for Jalsa Sālāna Canada, National Ijtimāʻāt.

- **Waqf ʻĀrdi**: In coordination with the Department of Tahrīk-i-Jadīd, encourage Khuddām to volunteer for MKAC mosque projects and Waqf ʻĀrdi at Jalsa Sālāna Canada and Jalsa Sālāna UK.

- **Promote the Dignity of Manual Labour**: Encourage Khuddām throughout Canada to actively participate in Waqār ʻAmal and cultivate a lasting culture of service, humility, and community contribution.

- **MKAC Property Maintenance**: Coordinate with the Properties Department to arrange snow removal, grass cutting, and other required maintenance at MKAC properties.

DEPARTMENT OF

KHIDMAT KHALQ

شعبہ خدمت خلق



DEPARTMENT OF KHIDMAT KHALQ

MAJLIS LEVEL

- Khuddām collect food for the Food Drive Program. National assigns a target to the Regions, and the Regions divide it among the Majālis.
- Help elderly, sick and widowed members, and orphans, with day-to-day needs.
- Prepare and train Khuddām for food preparation (Langar Khāna) on a monthly schedule.
- Encourage Khuddām to help elderly neighbours with day-to-day tasks, such as clearing driveways in winter and mowing in summer. Also offer to pick up groceries and prescriptions.
- Serve meals on wheels locally when it is the Majlis's turn (one Majlis per week during the winter months).
- Collect warm clothing and new toys for the clothing and toy drive (November–December).
- Encourage every eligible Khādim to donate blood.
- Raise funds for the Africa project.
- Provide Khuddām for the regional Emergency Response Team and first-aid team.
- Provide Khuddām for airport pickups and parking at Jamā'at events.
- Take an active part in regional programs and support the Regional Nāzim in all Khidmat Khalq activities.
- Report on the Khidmat Portal by the 5th of each month.
- Help with funeral services.
- Identify members facing mental health issues and help them get support (counselling, etc.).

REGIONAL LEVEL

- Divide the region's food drive target among the Majālis.
- Hold a monthly meeting with all Local Nāzimīn Khidmat Khalq.
- Attend the monthly National meeting of Regional Nāzimīn.
- Arrange blood drives for the region and encourage more Khuddām to donate blood.
- Prepare and train Emergency Response Teams and a first aid/CPR team in the region, with a yearly drill.
- Keep a regional stock of food and emergency supplies. Assemble emergency kits that members can buy at cost.
- Run feeding campaigns for the less fortunate, including the winter meals on wheels rotation (one Majlis per week).
- Coordinate delivery of the clothing and toy drive to shelters and charities.
- Encourage and help Local Nāzimīn to report on the Khidmat Portal and submit the regional report by the 10th of each month.
- Coordinate fundraising for the Africa project across the region.
- Help with funeral services.

NATIONAL LEVEL

- Set the Food Drive campaign target of 300,000 lbs of food and give it to the regions.
- Develop strategies to promote all charity work through the media.
- Arrange blood drive campaigns.
- Lead the Africa project with IAAAE.
- Organise emergency preparedness through the national committee.
- Hold a monthly meeting with all Regional Nāzimīn.

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 majalis 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
  - Namaz 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 Nāẓim sahib to finalize dates as early as possible.
  - A potluck lunch/dinner should be held at least once every quarter during local Ijlas ‘Ām and Inter Majalis Tournaments as well.

REGIONAL LEVEL

- **Each Regional Nāẓim must have a Na'ib Nāẓim.**

- **Nāẓimeen meeting**
  - Regional Nāẓimīn meeting with National 'Āmila minimum twice a month - one by phone and one in-person.
  - Regional Nāẓimīn are expected to similarly hold two meetings with Muntazim/Nāẓim Sehat Jismani of each Halqa/Majlis. One in person one and one over the phone.

- **Team Assignment:**
  - Regional Nāẓimīn are required to hold inter majalis competitions for various sports at their local gym on a weekly basis.
    - Prepare Majlis for National / Regional competitions organized year-round local and inter-Majalis competition.
  - 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 Majalis competitions.
  - Halqa/Majlis should be assigned unique colours so teams must be in full uniform during inter-Majlis sports.
  - Regional Nāẓim must ensure congregational prayers at all sporting events.
  - Regional Nāẓim 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 Nāẓimīn will be responsible for production of shirts/jerseys for all Leagues, Regional and National events.

- **Publicity:**
  - Regional Nāẓimīn 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. Colors should match previous year colors 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 Nāẓimīn for all major sports run by Markaz to take their feedback and ensure Regional Nāẓimīn 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, AVL
  - Motivate all Regional Nāẓimeen 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-Majalis tournaments.

- Provide articles for An Nida in every publication to encourage and promote health and report on events held.

- Create packages/videos 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 Amila to motivate 100% of Khuddām to participate in daily physical activity
- Hold a monthly Regional Nāẓimīn meeting with all Regional Nāẓim

DEPARTMENT OF

ṢAN‘AT-O-TIJĀRAT

شعبہ صنعت و تجارت



DEPARTMENT OF ṢAN'AT-O-TIJĀRAT

Nāzim Ṣan'at-o-Tijārat shall adopt such means which shall increase among the Jamā'at an interest in learning skills, crafts and trade. He shall arrange to teach Khuddām at least one skill.

MAJLIS LEVEL

- Build a database of local Khuddām in the local Majlis; (Employed vs unemployed vs Entrepreneurs, Current work industry, Interest in providing mentorship, etc.)
- Register all local members to the San'at-o-Tijārat portal.
  - Enroll Mentors/ Mentees to the mentorship program on the portal
  - Business owners/ hiring managers should be encouraged to post jobs/ career opportunities on the Career portal
- Identify and engage with members that have local business that may be able to support or provide employment to local members. Highlight government programs and grants that can provide Ahmadi Business owners financial aid while sponsoring new employment opportunities (Wage Subsidy programs, Summer Internship programs, Ontario Job Grants, Apprenticeships etc.)
- Raise awareness and use of Khidmat Institute courses, Khuddām.ca resources, and career events. Promote Markaz/ Jamā'at activities that can encourage Khuddām to start a business, explore different career opportunities, or learn new skills (Ahmadiyya Conference for Entrepreneurs, Workshops, web series etc.)
- Ensure monthly trade development skills are introduced to Khuddām (A.I. Skills, carpentry skills, etc.)
- Share Career/Business insights monthly at local Ijlāsat
- 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 'Īd, Jalsa Sālāna etc.
- Any khadim assisted in finding employment should be encouraged to share success stories that can later be viewed in An Nida (as anonymous or not)

REGIONAL LEVEL

- Consolidate all local Majālis data (Employment status, etc.) into 1 regional database and share with Markaz.
- At least 1 regional live activity to be conducted throughout the year, based on Khuddām interest and impact:
  - Let's Talk Business event
  - Inspire Event (motivating khuddam to aim higher in life in collab of Umūr Talaba')
- Work on conducting at least one regional level Career fair advertised nationally to maximize participation and help khuddam find employment
- Organise multiple engaging and hands-on workshops throughout the year, drawing on resources provided by the National Department (e.g., presentations on Career Counselling, A.I. skill development, resume building, interview preparations, licensing, etc.).
- Raise awareness and use of Khidmat Institute courses, Khuddām.ca resources, and career events. Promote Markaz/Jamā'at activities that can encourage Khuddām to start a business, explore different career opportunities, or learn new skills (Ahmadiyya Conference for Entrepreneurs, Workshops, web series etc.
- Gather hiring success stories from local Nāẓimīn and report to Markaz on a monthly basis to share stories in An Nida magazine.
- 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.

NATIONAL LEVEL

- Develop and maintain a National database of Khuddam employment statuses and interests.
- Host two premier national career expositions designed to connect khuddam with industry leaders across key sectors:
  - **The Professional Services & Technology Career Fair**: Connecting students, new graduates, and experienced talent across Finance, IT, Engineering, and Healthcare with leading employers.
  - **The Skilled Trades Career Fair**: Highlighting high-demand opportunities across essential trades, technical fields, and vocational careers.
- Utilizing the San'at-o-Tijārat portal to manage and maintain:
  - Mentorship program connecting members with support for employment and business development.
  - National business directory to support these efforts.
  - Job posting and notifications for khuddam
- Gather hiring success stories from Local and Regional Nāẓimin on a monthly basis to share in An-Nida magazine.
- Launch a startup pitch competition offering mentorship and prizes, supported through sponsorships (could be done at National Ijtimā' or other National gathering of khuddam)
- Launch the National 90-Day Entrepreneurship Campaign, empowering aspiring entrepreneurs through a comprehensive, step-by-step initiative that includes:
  - Actionable Guidance: Expert-led resources detailing how to establish and build a successful business.
  - Low-Capital Opportunities: Highlights of accessible, low-barrier business models to inspire startup growth.
  - Success Spotlights: Inspiring real-world stories celebrating successful member-founded enterprises.

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 Khuddam.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 Hazrat Musleh Mau'ūd[ra] regarding the readership of the Khalid Magazine, magazine of Khuddāmul Ahmadiyya:

> ***Hazrat Musleh Mau'ūd [ra] states:***
> "Henceif you haveinitiated the 'Khalid Magazine', you must increase its membership. Secondly, you shouldmake 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.)
- Submit at least one article to An-Nida every quarter.
- 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.
  Include newsletter publication in the monthly report.

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).
- Establish a writing club – This will facilitate An-Nida articles. Hold at least four
- sessions in the year.
- All regional publications should be reviewed by Murabbī Silsilah and approved by
- Regional 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.
- 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 2026–2027 year. All the editions will be available in PDF format and will be shared through email to Khuddām.
- Track delivery and readership of An-Nida.
- Produce 4 editions of Tashheezul Azhāan Magazine in the year.
- Assist in encouraging Khuddām to subscribe to the Review of Religions.
- Facilitate branding and graphics of all departments.
- Publish an updated brand guide.
- 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.
- Webinar should be held to teach Nāzimīn Ishā'at how to build flyers and newsletters using templates and AI tools.
- Promote Mash'al-e-Rāh (Beacon for the Youth) book among Khuddām.
- Management and upkeep of all websites.
- Launch the new An-Nida website.
- Launch the new Tashheezul Azhāan website.
- Facilitate MKAC Studios & Social Media in helping them achieve their departmental objectives.
- Monthly 'Āmila meeting with Regional Nāzimīn Ishā'at.

DEPARTMENT OF

MĀL

شعبہ مال



DEPARTMENT OF MĀL

MAJLIS LEVEL

- Strive for 100% collection of Membership and Ijtimā' Chanda by the end of the financial year.
- Maintain a monthly working target of approximately 10% of the annual collection budget
- Personally meet at least 10 Khuddām per week to encourage regular payment and participation.
- Encourage Chanda according to each member Ba-Sharah income
- Encourage recurring payments and distribution of approved Pre-Authorized Debit forms.
- Include a Māl topic in Ijlās 'Ām at least once per quarter.
- Prepare and submit the next year's income budget
- Submit monthly Māl reports and participate in national Ashra Māl campaigns.
- Coordinate with Qā'id Majlis and Tarbiyat in outreach to inactive members.
- Maintain and verify zero-payment records separately for Membership and Ijtimā' Chanda.
- Prioritize members who paid last year but have not yet paid this year.
- Record personal follow-ups and report progress to the Regional team.
- Support administrative follow-up and PAD form distribution.
- Keep all outreach respectful, confidential and focused on Tarbiyat.

REGIONAL LEVEL

- Oversee collection targets across Majālis and review collection performance weekly.
- Hold monthly meetings with all Local Nāzimīn Māl.
- Visit at least one Majlis each week and aim to meet 10 Khuddām in person with the Local Nāzim.
- Execute national Ashra Māl campaigns and promote recurring Chanda arrangements.
- Coordinate with Regional Qā'id Sahib on challenges and performance.
- Submit complete monthly departmental reports.
- Track Membership and Ijtimā' zero-payment records separately and verify corrections.
- Help Local Māl teams with reporting, administrative records and system issues

NATIONAL LEVEL

Collection, Targets and Campaigns

- Develop the national strategy and lead all Membership and Ijtimā' Chanda collection.
- Establish and monitor National, Regional and Majlis collection targets.
- Lead Ashra Māl campaigns, special campaigns and year-end initiatives. January, March, May and September 2027 are proposed planning windows, not confirmed dates.
- Conduct weekly collection performance calls and monthly meetings with Regional Nāzimīn Māl.
- Monitor regional and Majlis collection rankings and follow up with underperforming Regions.
- Coordinate quarterly Māl-focused Ijlās-e-'Ām programmes with A'itemād.
- Arrange mailing of Pre-Authorized Debit forms and NMA delivery during visits.
- Lead reminder communications and the NMA home-visit programme for two-year non-payers in coordination with Tarbiyat.
- Base budgets on members Ba-Sharah income

Budgets, Expenses, Banking, Accounting and Systems

- Own the National income and expense budgets and present them through the approved process.
- Oversee departmental spending against approved pro-rata allocations; undertake a mid-year expense review.
- Manage national expense claims and give final approval after National Muḥāsib verification, subject to any approval reserved for Ṣadr Majlis.
- Operate the Majlis bank account jointly with Sadr Majlis and oversee authorized payment processing.
- Maintain accurate national books, coordinate weekly Regional bookkeeping and prepare monthly financial statements.
- Coordinate monthly bank reconciliation with independent verification by National Muḥāsib.
- Administer the expense portal, tracking sheets, preferred-vendor list and related finance systems.
- Train Regional and Local Nāzimīn Māl in collection procedures, expense policy and tools.
- Serve as Secretary of the National Finance Committee and provide monthly financial performance reporting.
- Observe all applicable expense policies, including supporting receipts, quotations, budget approvals and appropriate segregation of duties.

DEPARTMENT OF

MUHĀSIB

شعبہ محاسب



DEPARTMENT OF MUHASIB

The Muḥāsib is the independent check on the Majlis' money. At every level he verifies expense claims before they are approved, checks the reconciliations, and audits the accounts. He does not keep the books; Māl does, so that the person who records is never the person who audits.
All Markaz expenses shall be reviewed by the National Muḥāsib. Similarly, Regional and Local expenses shall be reviewed by their respective Muḥāsibīn before approval.
Ensure all monthly reports are completed and submitted on time.

MAJLIS LEVEL

- **Expense Verification**
  - Review every local expense claim and its receipts before it goes to Māl for approval.
  - Check receipts against the Markaz Vendor and Expense Policies (itemized, HST number, 30-day window, food limits, 3 quotes above $500).
  - Ensure appropriate collection and disposal of receipts to prevent duplicate claims.
  - Return duplicate, unsupported or irregular claims with reasons.
  - Weekly review of the expense queue to ensure no delays in reimbursements.
  - Ensure Khuddām are aware of Markaz expense guidelines prior to spending.
- **Reconciliation & Oversight**
  - Check the monthly record of Majlis funds and expenses kept by Māl.
  - Confirm advances are settled on time and report any that are outstanding.
  - Ensure no funds are collected without proper documentation and/or tax receipts.
- **Audit & Compliance**
  - Review the yearly budget with the Qā'id/Za'īm and check spending against it.
  - Ensure event budgets are submitted at least 2 weeks prior to the event date.
  - Submit the post-event financial summary for Region audit within 2 weeks.
  - Maintain the inventory register monthly; log purchased inventory post-event.
  - Quarterly inventory count of local-held items, if applicable.
- **Reporting**
  - Ensure monthly reports are always submitted by the 5th of every month.
  - Raise any financial irregularity with the Regional Muḥāsib.
  - Provide local preferred vendors to Region to compile the list.

REGIONAL LEVEL

- **Expense Verification**
  - Review every Regional expense claim and its receipts before it goes to Māl for approval.
  - Check receipts against the Markaz Vendor and Expense Policies.
  - Flag over-budget or unbudgeted items for written approval before they proceed.
  - Return duplicate, unsupported or irregular claims with reasons.
  - Daily review of the expense queue; weekly report on delayed claims.
  - Ensure local Khuddām are aware of Markaz expense guidelines.
- **Reconciliation & Oversight**
  - Verify the monthly Region reconciliation prepared by Māl; share it with the National Muḥāsib.
  - Monitor outstanding advances, liabilities and discrepancies.
  - Ensure no funds are collected without proper documentation and/or tax receipts.
- **Audit & Compliance**
  - Support the National Muḥāsib's quarterly audit of Region accounts (Mar, Jun, Sep, Dec).
  - Ensure Region and Local event budgets are submitted 2 weeks prior to the event.
  - Audit Local post-event financial summaries, received within 2 weeks.
  - Submit the Region post-event financial summary for Markaz audit within 2 weeks.
  - Maintain the Region inventory register monthly; quarterly audit of Local-held inventory.
  - Follow up corrective actions with Local Majalis until closed.
- **Supervision & Reporting**
  - Monthly in-person meeting with Local Muḥāsibīn; train them to internal standards.
  - Monthly review of Local Muḥāsibīn reports; ensure all reports are on time.
  - Sit on the Regional Finance Committee.
  - Escalate financial irregularities to the National Muḥāsib.
  - Maintain the preferred vendor list and share it with Local/Region Majālis.

NATIONAL LEVEL

- **Expense Verification**
  - Review all Markaz claims on the new Expense Portal (new.khidmat.ca) before they reach Muhtamim Māl for approval.
  - Check receipts against the Markaz Vendor and Expense Policies.
  - Flag over-budget or unbudgeted items for Ṣadr Majlis's written approval.
  - Return duplicate, unsupported or irregular claims with reasons.
  - Daily review of the expense queue; weekly report on delayed claims.
  - Ensure Regional and National 'Āmila are aware of Markaz expense guidelines prior to spending.
- **Reconciliation & Oversight**
  - Independently verify the monthly bank reconciliations prepared under Muhtamim Māl.
  - Review monthly financial statements before they go to the National Finance Committee.
  - Confirm advances and loans are settled on time, and audit the same
  - View-only access to Majlis accounts; no signing, payment or transfer authority.
- **Audit & Compliance**
  - Quarterly audit of Markaz financial records (March, June, September, December).
  - Audit all MKAC Charity Runs within around 2 weeks of the run admin team completing its audit file.
  - Audit all Markaz and Region event accounts within 2 weeks of submission.
  - Mid-year budget review with Muhtamim Māl before releasing the second half of department budgets.
  - Coordinate Regional and Local audits; track corrective actions until closed.
  - Schedule the quarterly Markaz inventory count with Mu'āwin Ṣadr Inventory.
  - Escalate financial irregularities to Sadr Majlis; support year-end and prior-year audits.
- **Supervision & Reporting**
  - Monthly meeting with Regional Muḥāsibīn; monthly review of Local and Regional reports.
  - Train Regional and Local Muḥāsibīn on accounting and audit procedures.
  - Monthly compliance summary to Ṣadr Majlis and the National Finance Committee.
  - Submit monthly reports through the National Department of A'itēmād.
  - Recommend updates to financial policies and accounting controls.

DEPARTMENT OF
ADDITIONAL MĀL

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DEPARTMENT OF ADDITIONAL MĀL

MAJLIS LEVEL

Zero-chanda members

- Keep the Majlis list of every Khādim with no payment this year, with Membership and Ijtimā' Chanda tracked separately. Refresh it weekly from the portal.
- Identify each member who paid last year and has not paid this year; contact these first.
- Confirm each zero is real: moved, left Majlis age, duplicate record, paid elsewhere, or wrong contact details. Send corrections to Tajnīd through the Qā'id.
- Arrange personal contact for every zero member with the Nāzim Māl and Nāzim Tarbiyat, and log the date and outcome on the tracking sheet.
- Offer the Pre-Authorized Debit form at every contact.
- Support NMA home visits to members with no payment for two years, as coordinated by the region.
- Complete a full pass of the zero list during each Ashra Māl.

Expense documentation

- Before a claim is submitted, check it has an itemized receipt, proof of payment, budget code and approval, and is within 30 days of the expense or event.
- Check the GST/HST number is on the receipt wherever tax is charged. Card-terminal slips alone are not accepted.
- Return incomplete claims to the claimant with the reason.
- Keep copies of venue agreements and any insurance certificate for local events and send copies to the region.
- Close corrective actions raised by the Muḥāsib for the Majlis and confirm closure in writing.
- Brief the Majlis 'Āmila on the expense policy and receipt rules.

REGIONAL LEVEL

Zero-chanda oversight

- Hold the consolidated regional zero list by Majlis, with Membership and Ijtimā' Chanda tracked separately.
- Check that every Majlis has refreshed its list and logged its contacts each week.
- Track the regional count of lapsed payers and which Majalis are recovering them.
- Verify record corrections submitted by Majalis and pass confirmed changes to National.
- Coordinate NMA home visits in the region for members with no payment for two years, with the Tarbiyat department and Mu'āwin Sadr.
- Confirm every Majlis completes a full pass of its zero list during each Ashra Māl.
- Step in where a Majlis has no Local Additional Nāzim Māl or is not reporting; raise it with the Regional Qā'id.

Compliance and documentation

- Spot-check expense claims from Majālis and regional events for itemized receipts, proof of payment, budget code, approval and the 30-day window.
- Explain the receipt and GST/HST rules to Majālis; escalate vendors who cannot provide valid tax receipts.
- Raise repeat documentation problems with the Regional Finance Committee.
- Keep the Regional file of venue agreements and insurance documents and forward copies to Additional Muhtamim Māl.
- Track corrective actions from Muḥāsib audits for the region to closure.

Training

- Train each new Local Additional Nāzim Māl within his first month.
- Share what is working in one Majlis with the others.

NATIONAL LEVEL

- Track zeroes based on reporting and provide details to local / regional Nāẓim Mal
- Monthly meeting with Regional Nāẓimin Mal
  - Identify zeroes
  - Develop plan
- File annual charity return T3010
- Complete year-end financial statement audit incl. HST return filing
- Ensure legal compliance, if any

DEPARTMENT OF

NEWCOMERS

شعبہ نووارد

نئے آنے والے



DEPARTMENT OF NEWCOMERS

The Mu'āwin Ṣadr Newcomers department will focus on welcoming and supporting Khuddām arriving from different countries, helping them settle in new environment. The Primary objective is to create a strong connection of them with Khuddāmul Ahmadiyya. The department will focus on introducing them to the Islamic values and conducts and responsibility as Jamā'at Member.

Definition of Newcomer: A Khādim that has came to Canada in last **three** years.

REGIONAL LEVEL

- A database of new Khuddām and their assigned mentors will be maintained at the National level and will also be shared with Regional Qā'id and Coordinator. The portfolio will be coordinated with Tarbiyat and San'at-o-Tijārat.
- Guidance will be provided to Khuddām through following ways:
  - Through Personal Visit.
  - Welcome packages should be handed to them.
  - Through Newcomers Regional Event.
- **Appoint Regional Coordinator who will be responsible for:**
  - Maintaining coordination with newcomers in the region and ensure their integration with the local majlis and programs.
  - Under the Mu'akhāt campaign, assign a person to the newcomer to help him settle, take them to Jamā'at/mkac programs.
  - Help to organize regional level newcomer's events.
  - Attend meetings of regional coordinators.
  - Report updates monthly on khidmat portal.
- **Muakhat Campaign:**
  - For any new coming Khadim, Regional Coordinator or Regional Qā'id will assign a senior Khadim as a mentor to the new khadim.
  - The mentor will:
    - Assist the newcomer with settling in and essential errands, such as grocery shopping.
    - Take him to Jamā'at and Khuddām events and Friday and other prayers.

- **Thrive Beyond GTA:**
  - Promote the initiative and educate Khuddām about exploring the opportunities outside GTA.
  - Ensure the newcomers in the region are attending the monthly webinar programs.

NATIONAL LEVEL

- Maintain a database of newcomers to Canada of last 3 years.
  - Review and publish a revised survey of newcomers and update the database.
  - Work with settlement desk and humanity first to identify new coming families.
- Department Structure:
  - Appoint coordinators to help oversee newcomers support, integration, welfare and spiritual wellbeing.
  - Add reporting features to get monthly updates from regions.
- More focus on **Mu'akhāt campaign** and ensuring that new brothers are participating in jamaat and MKAC events.
- Review and Revise "Thrive beyond GTA" research and work with Regions to promote and educate Khuddām.
- Organize National Event:
  - Monthly 'Azm-e-Nau Program for the education and integration of new
- Khuddām.

Work with Jamā'at Settlement desk and Humanity First to identify new Khuddām
- and provide them with needed help.

Visits:
  - Each new Khuddām to Canada must be visited.
  - Create a welcome package that includes gift bag and small welcome guide to
- help them identify resources in Khuddāmul Ahmadiyya.
- Ensure content is provided to newcomers in their language.
- Maintain newcomers website with up-to-date and relevant resources on Khuddam.ca

DEPARTMENT OF

WAQF NAU

شعبہ وقفِ نو



DEPARTMENT OF WAQF NAU

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.
- Encourage Wāqifīn Khuddām/Atfāl to submit articles to Ismael Magazine.

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 Jāmi'a 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.
- Further activate and support local and regional coordinators.
- Hold monthly meetings with Regional Coordinators to ensure alignment and information sharing.
- Facilitate the Jāmi'a 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.

2026-27

MKAC NATIONAL MAJLIS ‘AMILA

MKAC National Majlis ʻĀmila 2026-2027				
No.	**Department**	**Name**	**Cell Phone**	**Email (@khuddam.ca)**
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2	Nā'ib Sadr	Zahid Chaudhry Ṣāḥib	(647) 632-8855	zahid.chaudhry@khuddam.ca
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4	Nā'ib Sadr	Salman Zubair Mangla Ṣāḥib	(416) 768-5262	salman.mangla@khuddam.ca
5	Nā'ib Sadr	Zeeshan Iqbal Ṣāḥib	(416) 553-4801	zeeshan.iqbal@khuddam.ca
6	Nā'ib Sadr	Khalid Hassan Ṣāḥib	(416) 721-4021	khalid.hassan@khuddam.ca
7	Nā'ib Sadr (Western Canada)	Tahir Mahmood Ghuman Ṣāḥib	(778) 322-5481	tahir.ghuman@khuddam.ca
8	A`itemād	Sho'aib Saadi Hussun Ramjaun	(647) 621-5099	aitemad@khuddam.ca
9	Atfāl	Areeb Ahmed Khan Ṣāḥib	(647) 949-0282	atfal@khuddam.ca
10	Tarbiyat	Ehsan Mahmood Sardar Ṣāḥib	(647) 924-9054	tarbiyat@khuddam.ca
11	Ta'līm	Murabbi Hafiz Mujeeb Ur-Rehman Ahmad Ṣāḥib	(647) 973-9841	talim@khuddam.ca
12	Tablīgh	Hassaan Shahid Ṣāḥib	(647) 893-6511	tabligh@khuddam.ca
13	Umūr Talaba'	Tahir Ahmad Mazhar Ṣāḥib	(647) 562-9485	umurtalaba@khuddam.ca
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17	Sehat Jismani	Rizwan Ahmad Mubariz Ṣāḥib	(647) 906-0244	sehatjismani@khuddam.ca
18	Ishā'at	Zargham Nasir Ṣāḥib	(647) 608-5360	ishaat@khuddam.ca
19	Māl	Salman Rehan Ṣāḥib	(647) 378-3000	mal@khuddam.ca

20	Additional Mal	Mansoor Mirza Ṣāḥib	(647) 273-4064	add.mal@khuddam.ca
21	Muhāsib	Umer Farooq Ṣāḥib	(647) 210-9504	muhasib@khuddam.ca
22	Tajnīd	Haris Aziz Bajwa Ṣāḥib	(647) 676-4107	tajnid@khuddam.ca
23	Tarbiyat Nau Mubāyiʿīn	Murabbi Rezwan Mohammad Ṣāḥib	(647) 963-8460	tnm@khuddam.ca
24	Sanʿat-o-Tijārat	Ijaz Iqbal Chatha Ṣāḥib	(647) 785-1834	sot@khuddam.ca
25	Tahrīk Jadīd	Faraan Zafar Muhammad Ṣāḥib	(647) 740-9560	tahrikjadid@khuddam.ca
26	Muqāmi	Jariullah Adnan Qudrat Ṣāḥib	(416) 899-8300	muqami@khuddam.ca
27	Muʿāwin Sadr (Waqf Nau)	Moaz Ahmad Ṣāḥib	(705) 896-7449	waqfnau@khuddam.ca
28	Muʿāwin Sadr (Ḍiyāfat)	Bilal Ahmed Ṣāḥib	(647) 521-7595	diyafat@khuddam.ca
29	Muʿāwin Sadr (Properties)	Waqas Naveed Ṣāḥib	(647) 613-6525	properties@khuddam.ca
30	Muʿāwin Sadr (MKAC Studios)	Murabbi Farrukh-ur-Rehman Tahir Ṣāḥib	(647) 745-7125	mkacstudios@khuddam.ca
31	Muʿāwin Sadr (Special Needs)	Dr. Noman Hassan Ṣāḥib	(306) 715-5251	special.needs@khuddam.ca
32	Muʿāwin Sadr (Newcomers)	Saad Ahmed Salaam Ṣāḥib	(647) 649-8045	newcomers@khuddam.ca
33	Muʿāwin Sadr (Visits)	Khurram Kamal Majoka Ṣāḥib	(416) 893-3597	visits@khuddam.ca
34	Muʿāwin Sadr (Charity Runs)	Fozan Ahmad Khawaja Ṣāḥib	(289) 300-1634	charity.runs@khuddam.ca
35	Muʿāwin Sadr (Tarbiyati Matters & Rishta Nāṭa)	Murabbi Sadiq Ahmed Ṣāḥib	(647) 963-8501	rishtanata@khuddam.ca
36	Muʿāwin Sadr (Procurement)	Faiq Ahmed Ṣāḥib	(647) 686-6412	procurement@khuddam.ca
37	Muʿāwin Sadr (Inventory)	Haseeb Ahmad Ṣāḥib	(647) 783-1190	inventory@khuddam.ca
Chairmen 2026 - 2027				
	Department	**Name**	**Cell Phone**	**Email (@khuddam.ca)**
38	Chairman Majlis Ansaar Sultanul Qalam & Social Media	Ali Shahan Butt Ṣāḥib	(587) 337-1223	masq@khuddam.ca socialmedia@khuddam.ca

NATIONS CANNOT BE REFORMED WITHOUT THE REFORMATION OF THE YOUTH

HAZRAT MUSLEH MAU'ŪD [RA]

