



THE U.K. DEPARTMENT FOR
NEW AHMADI MUSLIMS



Training (Tarbiyyat) of New Ahmadis: The Office-Bearers Handbook

2nd Edition (September 2019) (Revised, December 2019)

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1. INTRODUCTION

This handbook is primarily for New Ahmadi secretaries. But it is also essential reading for presidents, regional missionaries and other office bearers who come into contact with new Ahmadis. The handbook aims to assist and guide the training and care of New Ahmadis in local branches (Jamaats). Much of this guidance has been given by Beloved Huzur (aba) directly. This includes instructions that each new Ahmadi should: be paired with a Jamaat member as a brother/sister (Mawakhaat); come to know the aims, objects and system of the Jamaat; learn the Salat and attend daily prayers in congregation; learn to recite, and later memorise, Surahs of the Holy Quran; engage in financial sacrifice, starting with Waqf-e-Jadid. Importantly, each local secretary should organise a weekly Religious Training (Tarbiyyat) class, to be taught by the nearest missionary. We pray that Allah ^(SWT) will cause this handbook to prove beneficial for you in your service of your new Ahmadis. Ameen.

2. TAHRIK-E-JADID CONSTITUTION DUTIES: ADDITIONAL SECRETARIES TARBIIYAT & WAQF-E-JADID FOR NEW AHMADIS

Every local Jamaat must have such a Secretary. Huzur-e-Aqdas(aba) revised the Tahrik-e-Jadid Constitution in 2015 to provide further guidance on the role of the Additional Secretary Tarbiyyat and Waqf-e-Jadid New Ahmadis (hereafter 'Secretary New Ahmadis'). Amended Rules No. 425 & 426 of the Tahrik-e-Jadid Constitution state:

Rule 425:

a. He shall be responsible for making the aims, objects, and system of the Jamaat known to New Ahmadis.
b. He shall see that New Ahmadi receive proper Tarbiyyat and they are informed of their obligations and responsibilities as New Ahmadis.
c. He shall be responsible for organizing special religious training programs for Tarbiyyat of New Ahmadis for an initial period of 3 years.
d. He shall arrange a separate meeting of New Ahmadis for the purpose of Tarbiyyat. Apart from these special meetings, New Ahmadis should also attend the Jamaat's general meeting.
e. He shall see that those new Ahmadis who have converted from religions other than Islam learn the basic teachings of Islam e.g. daily prayers (including the Arabic wording of Salat, Surah Fatiha etc.), memorizing parts of Holy Quran including the last ten surahs, fasting during Ramadhan, payment of Zakat and performing of Hajj.
f. He shall arrange that New Ahmadi learn the recitation and meaning of Holy Quran.
g. He shall organize a separate Ijtema of New Ahmadis. This should be held at least once a year. New Ahmadis should be given responsibilities regarding organizing this Ijtema.
h. He shall promote harmony and brotherhood amongst New Ahmadis and existing members of the Jamaat and eliminate all types of prejudices.

Rule 426:

a. He shall be responsible for making the aims & objects of Waqf-e-Jadid known to New Ahmadis.
b. He shall see that New Ahmadis participate in the financial sacrifices towards Chanda Waqf e Jadid.

3. 10 KEY DUTIES OF LOCAL NEW AHMADI SECRETARIES

Based on Rules 425 & 426 of the Constitution (above), this Handbook identifies, and provides guidance on the 10 Key duties of Local New Ahmadi Secretaries. These key duties are as follows:

1.	Organise weekly religious training classes in your local Jama'at for the Tarbiyyat of New Ahmadis for an initial period of 3 years (and strive your utmost to ensure all of your new Ahmadis attend)
2.	Strive your utmost to ensure the New Ahmadis in your local Jama'at attend congregational prayers (at least Fajr & Isha) in the local Mosque or Salat centre on a daily basis
3.	Establish Mawakhaat (Brotherhood/Sisterhood) Partners for all New Ahmadis in your local Jamaat (and strive your utmost to ensure these Mawakhat partners actively care for and contact their new Ahmadis)
4.	Education (Taleem) & Training (Tarbiyyat) Duty:
4(i).	Strive your utmost to ensure the New Ahmadis in your local Jama'at who have converted from religions other than Islam learn the Islamic Daily Prayer (Salat) (i.e. the Arabic wording and translation of Salat, including Surah Fatiha)
4(ii).	Strive your utmost to ensure the New Ahmadis in your local Jama'at who have converted from religions other than Islam learn the basic teachings of Islam (e.g. fasting during Ramadhan, payment of Zakat and performance of the Hajj etc.)
4(iii).	Strive your utmost to ensure the New Ahmadis in your local Jama'at learn the recitation and meaning of the Holy Quran
4(iv).	Strive your utmost to ensure the New Ahmadis in your local Jama'at memorise parts of the Holy Quran , including the last 10 Surahs
4(v).	Make the aims, objects, and system of the Jamaat known to the New Ahmadis in your local Jamaat
4(vi).	Inform your New Ahmadis of their obligations and responsibilities as New Ahmadis
4(vii).	Strive your utmost to ensure the New Ahmadis in your local Jama'at learn the Central teachings of Islam Ahmadiyyat (e.g. concerning the Death of Isa(as), Khatame -Nabuwat, the truthfulness of the Promised Messiah(as))
4(viii).	Make the aims and objects of Waqf-e-Jadid known to the New Ahmadis in your local Jamaat
5.	Assist your Local Sadr to ensure each new Ahmadi in your Local Jamaat has an AIMS ID No. & Card
6.	Strive your utmost to ensure the New Ahmadis in your local Jama'at attend your local Jamaat's general meeting each month
7.	Strive your utmost to ensure the New Ahmadis in your local Jama'at attend: the annual National New Ahmadi Ijtema ; and the annual Jalsa Salana (Convention)
8.	Strive your utmost to ensure the New Ahmadis in your local Jama'at write at least one letter to Beloved Huzur-e-Aqdas (aba) each month. Arrange an individual Mulaqat with Beloved Huzur-e-Aqdas(aba) for all New Ahmadis in your local Jama'at once a year (subject to the necessary approvals)
9.	With love and Taqwa, strive your utmost to ensure the New Ahmadis in your local Jama'at make promises, and participate in Chanda Waqf-e-Jadid each year

10.	Bring back the ‘Lost Bai’ats’ in your local Jamaat by re-establishing contact (Please note, ‘Lost Bai’ats’ are those New Ahmadis & older converts who have lost contact with the Jamaat)
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These 18 Key Duties are expounded upon in detail in the Handbook sections below.

4. DUTY 1. ORGANISING WEEKLY, LOCAL NEW AHMADI RELIGIOUS TRAINING CLASSES

Tahrik-e-Jadid Constitution Rule no. 425 (c)-(d)	425 (c) “He shall be responsible for organizing special religious training programs for Tarbiyyat of New Ahmadis for an initial period of 3 years.” 425(d) “He shall arrange a separate meeting of New Ahmadis for the purpose of Tarbiyyat. [...]”
Key Local New Ahmadi Secretary Duty	“1. Organise weekly religious training classes in your local Jama'at for the Tarbiyyat of New Ahmadis for an initial period of 3 years (and strive your utmost to ensure all of your new Ahmadis attend)”

In July 2014, Huzur (aba) issued the following guidance concerning New Ahmadi Training classes:

“The new Ahmadi Tarbiyyat classes should be held on a weekly basis in each local Jamaat and that a monthly class would be insufficient. Like untamed birds, new Ahmadis will fly from the Jamaat unless they are cared for on a regular basis. Thus, the classes should be on a weekly basis. Huzur (aba) instructed that Missionaries, including those who have graduated from Jamia Ahmadiyya UK, should act as tutors for these classes. New Ahmadis should be categorized on the basis of their particular needs, with regard to their knowledge of Islam, and classes should be held to cater for all of these needs. The syllabus should start from the basics of learning the Salat and Holy Quran and should gradually rise to higher levels to cover all necessary elements of Islamic belief and practice. Huzur (aba) advised that all new Ahmadis should be trained in such a manner that they realise the importance of the Bai'at, and live according to true teachings of Islam, with love for the Promised Messiah (as) and Khalifa (at).”

Moreover, on 18 July 2014 Huzur-e-Aqdas (aba) also instructed that:

“You will have to categorize the New Ahmadis by keeping their religious backgrounds in view. For example, if a Shia Muslim has accepted Islam Ahmadiyyat, he would not need to learn the basics such as Surah Fatiha or Namaz whereas a New Ahmadi converted from Christianity would need to learn Surah Fatiha and the basics of Namaz etc. So, it has to be categorized according to every individual's need.”

WEEKLY CLASSES: Therefore, the course should be on a weekly and local basis (not monthly or regional). The course should be organised by the local new Ahmadi secretary, overseen by the local President, and taught by the nearest Missionary. In exceptional circumstances, if a missionary is not available, a suitably knowledgeable and experienced person may be appointed by the Sadr to teach the classes. These classes must be organised purely for New Ahmadis. They should be separate from other local classes, such as Atfal classes or general local Jamaat Quran classes etc.

NEW AHMADI SYLLABUS & READING LISTS: We have devised a Tarbiyyat syllabus formed of core reading texts and reading lists. These reading lists identify the pages of the core texts which should be

read by New Ahmadis in advance of each class and contain key questions to be discussed during the classes. These reading lists and texts are considered in detail in Section 7 below, in relation to Tasks 4(i) to 4(viii); all of which are Education (Taleem) & Training (Tarbiyyat) Duties. These resources can be accessed online via our website at: www.ahmadiconverts.org.uk/training-course.

5. DUTY 2. ATTENDANCE AT THE DAILY CONGREGATIONAL PRAYERS

Key Local New Ahmadi Secretary Duty	“2. Strive your utmost to ensure the New Ahmadis in your local Jama'at attend congregational prayers (at least Fajr & Isha) in the local Mosque or Salat centre on a daily basis”
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Abdullah ibn Umar reported: The Messenger of Allah, peace and blessings be upon him, said:

“Prayer in congregation is better than prayer alone by twenty-seven degrees.” (Sahih Al-Bukhari)

In the book ‘Conditions of Bai’at & Responsibilities of an Ahmadi’ (pg. 52), while expounding on the Third Condition of Bai’at (‘That he/she shall regularly offer the five daily Prayers’), Huzur(aba) states:

The commandment of Allah is that men and women as well as children who have reached the age of ten should offer Prayers at their appointed times. Men have been commanded to establish five daily Prayers in congregation, to visit the mosques and inhabit them, and to search for the Grace of Allah.

The duty to offer five daily prayers to Allah Almighty applies to men and women alike. However, the duty to attend congregational prayers applies directly to men. Without attending congregational prayers on a daily basis, male New Ahmadis will not be able to fully develop in their faith and practice of Islam. Therefore, please take all necessary steps, with love and Taqwa, to encourage and assist your (male) New Ahmadis to attend the daily prayers in congregation at the local Mosque or Salat centre. You should take the following steps in this regard:

- Contact them regularly to ask if they would like to travel with you to congregational prayers;
- If appropriate, arrange a car-pool system to save on travel costs, and build brotherhood;
- Keep them regularly informed as to the correct prayer times;
- Ensure they feel welcome in the mosque by introducing them to other members etc.

6. DUTY 3. ESTABLISHING MAWAKHAAT (BROTHERHOOD/SISTERHOOD) PARTNERSHIPS

Tahrik-e-Jadid Constitution Rule no. 425 (h)	425 (h) “He shall promote harmony and brotherhood amongst New Ahmadis and existing members of the jamaat and eliminate all types of prejudices”
Key Local New Ahmadi Secretary Duty	“3. Establish Mawakhaat (Brotherhood/Sisterhood) Partners for all New Ahmadis in your local Jamaat (and strive your utmost to ensure these Mawakhat partners actively care for and contact their new Ahmadis)”

All new Ahmadis should have a dedicated brother/sister to care for them and support them. This is based on the Sunnah (practice) of the Holy Prophet(saw) in Medina. In July 2014, Huzur (aba) gave specific criteria on the system of Mawakhaat (brotherhood):

“Huzur (aba) (July 2014) emphasized Mawakhaat is very important for New Ahmadis and instructed that a Helper must have the following qualities:

- a. They should be of a similar age to the respective New Ahmadi, with compatible interests;***
- b. They should be well versed in the teachings of Islam Ahmadiyyat;***
- c. They must be humble and modest, not arrogant or proud;***
- d. They must have a natural inclination to care for new Ahmadis;***
- e. They must develop personal contact with the new Ahmadi, and love them as a brother.***

Huzur (aba) also instructed that President Jamaats should be given guidance on the above points and that each member of the UKNAD must act as a Helper for a new Ahmadi.”

Mawakhaat (brotherhood) should be established for New Ahmadis on a priority basis after their Bai’at. The main duty of the Mawakhat partner is to Become a true friend to the New Ahmadi and build a real bond of brotherhood (or sisterhood in the case of Ladies).

As Secretaries you should monitor and ensure:

- Mawakhat partners maintain **direct friendly contact with their New Ahmadis each week;**
- Such **weekly contact** should be either **in-person** (e.g. meet for coffee or going for a walk) or, at least, in the form of a **warm phone-call**, as a friend.

Please note, however, the duties of the local secretary cannot be delegated to the Mawakhat partner. Each local Secretary remains responsible for the Tarbiyyat of their New Ahmadis.

7. DUTY 4: DUTIES OF EDUCATION (TALEEM) & TRAINING (TARBIYYAT)

Tasks 4(i) to 4(viii) all relate directly to the Education (Taleem) & Training (Tarbiyyat) of New Ahmadis. As such, they will be addressed collectively in this Section. To re-cap, these duties are as follows:

- **TASK 4(i):** Strive your utmost to ensure the New Ahmadis in your local Jama'at who have converted from religions other than Islam learn the **Islamic Daily Prayer (Salat)** (i.e. the Arabic wording and translation of Salat, including Surah Fatiha)
- **TASK 4(ii):** Strive your utmost to ensure the New Ahmadis in your local Jama'at who have converted from religions other than Islam learn the **Basic Teachings of Islam** (e.g. fasting during Ramadhan, payment of Zakat and performance of the Hajj etc.)
- **TASK 4(iii):** Strive your utmost to ensure the New Ahmadis in your local Jama'at learn the **recitation and meaning of the Holy Quran**
- **TASK 4(iv):** Strive your utmost to ensure the New Ahmadis in your local Jama'at **memorise parts of the Holy Quran**, including the last 10 Surahs
- **TASK 4(v):** Make the **aims, objects, & system of the Jamaat** known to your New Ahmadis
- **TASK 4(vi):** Inform your New Ahmadis of their **obligations and responsibilities as New Ahmadis**

- **TASK 4(vii):** Strive your utmost to ensure the New Ahmadis in your local Jama'at learn the **Core teachings of Islam Ahmadiyyat** (e.g. concerning the Death of Isa(as), Khatame - Nabuwat, the truthfulness of the Promised Messiah(as))
- **TASK 4(viii):** Make the Aims and **Objects of Waqf-e-Jadid** known to the New Ahmadis in your local Jamaat

IMPORTANT NOTE: Duty 4 tasks can all be fulfilled via Duty No. 1: by 'organising weekly religious training classes in your local Jama'at for the Tarbiyyat of New Ahmadis'. If these classes are held, and the below Syllabus is used, you will, in turn, fulfil Tasks 4(i) to 4(viii) of Education & Training.

NEW AHMADI SYLLABUS & READING LISTS: As mentioned above, we have devised a New Ahmadi Religious Training syllabus, composed of reading lists and core reading texts. These reading lists identify the pages of the core texts which should be read by New Ahmadis in advance of each class, and contain key Qus to be discussed during the classes. These resources can be accessed online via our website at: www.ahmadiconverts.org.uk/training-course.

The Reading Lists and texts cover the **Education (Taleem) & Training (Tarbiyyat) Tasks 4(i) to 4(viii)** as follows:

READING LISTS & CORE TEXTS

KEY NEW AHMADI SEC. DUTY 4	CORE TEXT BOOKS	READING LIST TITLE
TASK 4(i): Teaching the Islamic Prayer (Salat) (Incl. Surah Al Fatiha)	Basics of Religious Education (5th Edition)	1. The Islamic Daily Prayer (Salat) (incl. Surah Fatiha)
TASK 4(ii): The Basic Teachings of Islam (Incl. Ramadhan, Zakat, Hajj etc.)	Basics of Religious Education (5th Edition)	2. The Basic Teachings of Islam (incl. Ramadhan, Zakat, Hajj etc.)
TASK 4(iii): Teaching the Recitation & Meaning of The Holy Quran	Recitation: Qā'idah Yassarnal – Qur'ān Meaning: Basics of Religious Education (5th Edition)	3. The Recitation & Meaning of The Holy Quran
TASK 4(iv): Teaching the Memorisation of Parts of the Holy Quran (Incl. the Last Ten Surahs)	Basics of Religious Education (5th Edition)	4. The Memorisation of Parts of The Holy Quran (incl. the last 10 Surahs)
TASK 4(v): Making Known the Aims, Objects, and System of The Jamaat	Aims & Objects: Invitation to Ahmadiyyat System of Jamaat	5. The Aims, Objects, and System of the Jamaat
TASK 4(vi): Informing New Ahmadis of their Obligations and Responsibilities	Conditions of Bai'at & Responsibilities of an Ahmadi	6. The Obligations & Responsibilities of New Ahmadis
TASK 4(vii): The Central Teachings of Islam Ahmadiyyat (Incl. Death	Invitation to Ahmadiyyat	7. The Core Teachings of Islam Ahmadiyyat

of Isa(as), Khatamun-Nabuwat, etc.)		
TASK 4(viii): Making Known the Aims and Objects of Waqf-e-Jadid	New Ahmadi Dept. Waqf-e-Jadid page: https://www.ahmadiconverts.org.uk/financial-sacrifice-waqf-e-jadid	8. The Aims and Objects of Waqf-e-Jadid

8. DUTY 5. ASSISTING YOUR LOCAL PRESIDENT TO ARRANGE AIMS ID NOS. & CARDS

Key Local New Ahmadi Secretary Duty	“12. Assist your Local President to ensure each new Ahmadi in your Local Jamaat has an AIMS ID No. & Card”
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AIMS ID enables Ahmadi Muslims to attend mosques, participate in events etc. The temporary and permanent AIMS ID card processes for new Ahmadi are dealt with by the UK General Secretaries (GS) office (NOT the UK New Ahmadi Dept). It is the duty of the Local Sadr and Local General Secretary to ensure each new Ahmadi in their local Jamaat has an AIMS ID No. and Card. However, as a Local New Ahmadi Secretary, you should assist your Local President in following the steps set out below. Please do **NOT STOP** assisting and reminding your President until their AIMS ID is issued.

We have issued guidance on how to apply for a New Ahmadi AIMS ID on our website: ‘[New Ahmadi Muslim Temporary & Permanent AIMS ID Card Processes](#)’. A summary of the process is as follows.

TEMPORARY AIMS ID CARDS FOR NEW AHMADIS	
KEY INFO:	
<ul style="list-style-type: none"> All New Ahmadi can and should be issued a temporary AIMS card as soon as possible after the Bai’at form has been signed and sent to the centre. This applies to ALL new Ahmadi, including those who are claiming asylum, and/or do not have permanent immigration status. While the AIMS ID card that is issued is temporary, the AIMS ID number is permanent (i.e. it will remain the same when a permanent AIMS card is issued). 	
TEMPORARY AIMS ID – APPLICATION PROCESS:	
i.	Tajneed form: Local Sadrs should complete & submit a (normal) Tajneed form (aka. AIMS form) for the New Ahmadi to the General Secretaries Office (NOT the New Ahmadi Dept).
ii.	Photo and a copy of Passport/Immigration Papers: The form should be submitted along with a photo of the new Ahmadi, and a photo-copy of their immigration documents (e.g. passport, refugee card, EU residence card etc.).
iii.	GS Office Review: GS office will then review the Tajneed form, to ensure it is complete, and all docs are attached. If it is, it will go through the internal review process.
iv.	Approval by Chairman AIMS: If all checks are completed and the results come back as positive, the Chairman of the AIMS Committee will approve for Temp AIMS to be issued.
v.	Temp AIMS card issued: The form will be passed back to GS Dept who will issue the AIMS.

PERMANENT AIMS CARDS: Permanent AIMS cards are, as a general rule, only issued six or more months after the issuing of temporary AIMS. Please note, permanent AIMS cannot be issued until a New Ahmadi has been granted some form of permanent immigration status. Only temporary AIMS can be issued to those new Ahmadi who do not have permanent immigration status (e.g. those claiming asylum, on a visit visa, student visa, work visa etc.).

The process for applying for permanent AIMS is similar to the above. However, rather than submitting a new Tajneed form, the local President of the New Ahmadi should send a written request (by letter and/or email) to GS Office, requesting for a permanent AIMS cards to be issued. Please our guidance for further information ([‘New Ahmadi Muslim Temporary & Permanent AIMS ID Card Processes’](#))

9. DUTY 6. ATTENDANCE AT MONTHLY, LOCAL GENERAL MEETINGS

Tahrik-e-Jadid Constitution Rule no. 425 (d)	425 (d) “Apart from these special meetings, New Ahmadis should also attend Jamaat’s general meeting”
Key Local New Ahmadi Secretary Duty	“13. Strive your utmost to ensure the New Ahmadis in your local Jama'at attend your local Jamaat’s general meeting each month”

In addition to the above-mentioned weekly, local religious training classes, new Ahmadis should also attend general meetings. In order to fulfil this duty, you should:

- Offer to travel and attend the general meetings together with your New Ahmadis;
- Keep them regularly informed as to the dates and timings of the meetings;
- With the permission of your Local Sadr, ask your New Ahmadis to present talks, or recite the Holy Quran, at your general meetings;
- Make them feel welcome at the meeting by introducing them to the other members present.

10. DUTY 7. ATTENDANCE AT THE JALSA SALANA & NATIONAL NEW AHMADI IJTEMA

Tahrik-e-Jadid Constitution Rule no. 425 (g)	425 (g) “He shall organize a separate Ijtema of New Ahmadis. This should be held at least once a year. New Ahmadi should be given responsibilities regarding organizing this Ijtema.”
Key Local New Ahmadi Secretary Duty	“14. Strive your utmost to ensure the New Ahmadis in your local Jama'at attend: the annual National New Ahmadi Ijtema; and the Jalsa Salana”

NATIONAL NEW AHMADI IJTEMA

The UK New Ahmadi Department organises a National Ijtema (‘Gathering’) each year for all new Ahmadis (male and female). The Annual Ijtema enables new Ahmadis to: deepen their understanding of Islam; develop close friendships with one another; pray in congregation; compete with one another in academics and sports; practice and perfect their Islamic education and training, including the recitation of the Quran and Adhan; better integrate within the Jamaat; and more.

As such, you must please ensure the New Ahmadis in your local Jama'at attend the annual National New Ahmadi Ijtema. To do so, please take the following steps:

- Share the New Ahmadi Ijtema dates with your New Ahmadis as soon as they are announced;
- Forward on all New Ahmadi Ijtema invites and publicity materials (e.g. messages, videos etc.);
- Personally contact your New Ahmadis in-person or by phone, and invite them to attend;
- Arrange travel to and from the Ijtema for your new Ahmadis. Any costs incurred can be reimbursed via our Department; (NB. Accommodation is available at the Ijtema each year);
- Attend and enjoy the Ijtema with your New Ahmadis, and travel back with them to your local Jamaat.

U.K. JALSA SALANA (ANNUAL CONVENTION)

In July 2014, Huzur-e-Aqdas(aba) gave the following instructions concerning new Ahmadi attendance at Jalsa Salana:

“Huzur(at) instructed that new Ahmadis can be given guest passes to attend Jalsa. Huzur(at) instructed that the UKNAD write to each local president and request them to put together an approved list of all New Ahmadis in their Jamaat who should receive guest passes to attend Jalsa. The full list of approved New Ahmadis should then be taken to Amir sb UK for final sign-off. New Ahmadis should then be seated all together in an allocated area in the main marquee during the Jalsa. [...] Huzur(at) said that even those who have only recently taken Bai'at should be invited to attend. Huzur(at) also noted that not only should new Ahmadis attend, but also those Tabligh contacts who are about to take Bai'at should attend.”

All New Ahmadis should be invited to attend Jalsa Salana. No new Ahmadis should be left without an invitation, unless there is a clear security risk, in which case, the matter should be discussed with our Dept. ASAP. Each New Ahmadi Secretary should ensure their local President provides our Dept with a list of all new Ahmadis who are to attend Jalsa, at least three months before Jalsa. We will then seek Amir Sahib's approval with regard to their attendance.

Please note, local secretaries must assist, as needed, in the arrangement of travel to and from Jalsa Salana for new Ahmadis. Any costs incurred can be reimbursed via the national department.

Other Functions (Eid, Auxiliary Ijtemas, Khilafat day, general meetings etc.): Please also ensure new Ahmadis are invited and enabled to attend all other Jamaat events, functions, dinners etc. They may not know when these events are taking place and may not feel comfortable in attending by themselves. It is our job to assist. We must invite them to attend, and provide them with transport (if required), as well as a host to receive upon their arrival.

11. DUTY 8. LETTERS TO BELOVED HUZUR-E-AQDAS (ABA) & ARRANGING INDIVIDUAL MULAQATS WITH BELOVED HUZUR-E-AQDAS(ABA)

Key Local New Ahmadi Secretary Duty	“15. Strive your utmost to ensure the New Ahmadis in your local Jama'at write at least one letter to Beloved Huzur-e-Aqdas (aba) each month”
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“And hold firmly to the rope of Allah all together and do not become divided.”
(Holy Quran Chapter 3: Verse 104)

Allah Almighty instructs us to hold fast to the rope of Allah Almighty. One of the beautiful meanings of this verse is that we, as Ahmadi Muslims, must hold fast to the Institution of Khilafat, and strengthen our bond with the Khalifa of the Time (E.g. Friday Sermon of Hadhrat Khalifatul Masih IV(rh) dated 13 November 1987).

We must encourage and assist New Ahmadis in establishing their connection with Khalifatul Masih (aba) through the writing of letters. As a local Secretary, you should do fulfil this duty as follows:

- Ensure you cover the topics of Prophethood & Khilafat during your weekly classes;
- In these classes, and during informal discussions, explain the spiritual significance of Khilafat, and the blessings to be found in writing regular letters to Khalifatul Masih(aba);
- Assist them by providing links to templates of letters to Huzur-e- (aba);
- Provide your New Ahmadis with the following addresses and fax numbers by which they may send their letter direct to the Office of the Private Secretary to Khalifatul Masih(aba):
 - Post: Islamabad, Sheephatch Lane, Tilford GU10 2AQ, U.K.; or
 - Post: The London Mosque, 16 Gressenhall Road, London SW18 5QL, U.K.
 - Fax: +44 (203) 988 3922 Or +44 (208) 870 5234
- Please note: There is no email address to send Letter to Huzur(aba). Please use the above postal address or fax number.

Key Local New Ahmadi Secretary Duty	“16. Arrange an individual Mulaqat with Beloved Huzur-e-Aqdas(aba) for all New Ahmadis in your local Jama'at once a year (subject to the necessary approvals)”
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Huzur (aba) instructed as follows in July 2014 concerning new Ahmadi Mulaqats:

“New Ahmadis should have Mulaqats as soon as possible after Baiaat. Huzur (aba) also instructed that, if it is not possible to obtain a Mulaqaat via one's President, then the UK Additional Secretary Waqfe Jadid for New Ahmadis should take new Ahmadis to meet Huzur (aba). [...] If a New Ahmadi is serious, then one can assess their intentions within a short period of time (e.g. 3 to 6 months) and then Huzur (aba) instructed that the UKNAD should obtain approval for Mulaqats from local Presidents which should then be presented by UKNAD to Amir sb UK for final sign-off.”

Each New Ahmadi should meet with Huzur(aba) ASAP without delay. If there is any specific security concern, local secretaries should contact our department directly. You can download and complete the '[Mulaqaat form for New Ahmadis](#)' from our website. Please send us the completed using the contact details below (in the footnote of each page). The local new Ahmadi secretary or local president should accompany the new Ahmadi during the Mulaqaat, as well as a representative from the UK New Ahmadi Department.

National Group Mulaqats: Please note, we also seek to humbly request the approval of Huzur(aba) to organise at one National group Mulaqaat for new Ahmadis per year. If/when approval is granted, it is the duty of each local New Ahmadi Secretary to invite and facilitate the attendance of all their new Ahmadis, at the National Mulaqaat. If necessary, local secretaries must assist with travel to and from the Mulaqats for new Ahmadis. Any costs incurred can be reimbursed via the national department.

12. DUTY 9. PROMISES & PARTICIPATION IN WAQF-E-JADID

Tahrik-e-Jadid Constitution Rule no. 426 (b)	426 (b) “He shall be responsible for making the aims and objects of Waqf-e-Jadid known to New Ahmadis.”
Key Local New Ahmadi Secretary Duty	“17. With love and Taqwa, strive your utmost to ensure the New Ahmadis in your local Jama'at make promises, and participate in, Chanda Waqf-e-Jadid each year”

All new Ahmadis should be encouraged to engage in financial sacrifice from Bai'at. However, this should be done with Taqwa and wisdom. We should not coerce or force people. Instead we should educate and invite.

ZAKAT: The primary duty of financial sacrifice for New Ahmadi Muslims is to pay the Zakat. As Allah Almighty commands in the Holy Quran:

'[...] and observe Prayer, and pay the Zakat, and lend to Allah a goodly Loan. And whatever good you send on before you for your souls, you will find it with Allah.' (Chapter 73: Verse 21)

The New Dedication (Waqfe Jadid): In addition to Zakat, there are numerous ways by which New Ahmadis can spend in the cause of Allah Almighty. Out of these, it is very important that we invite new Ahmadis to participate in the Waqf-e-Jadid (New Dedication) scheme. Hadrat Khalifatul Masih II (ra) stressed the significance of this blessed scheme:

"This is the undertaking of Allah, and He Himself will complete it. Since it is Allah Almighty who has put this inspiration in my heart, I shall endeavour to fulfil it even if I have to sell my house and my clothes to do so and even if not a single person assists me. Allah shall cut them off from the Jama'at who are not helping me in this regard and will send down angels from heaven to help me."

New Ahmadis are encouraged to participate in Waqf-e-Jadid in particular. Rule 359(2) of the Tahrik-e-Jadid Constitution clearly states: **"New Ahmadis should also be included in this scheme."** With love and Taqwa, you should strive your utmost to ensure the New Ahmadis in your local Jama'at make promises, and participate in, Chanda Waqf-e-Jadid each year. You should do as follows:

- Start by making the aims and objects of Waqf-e-Jadid know to the New Ahmadis in your local Jamaats. This should be done via your local, weekly Training Classes (see Duty 11 above);
- You should then invite your local New Ahmadis to make Waqf-e-Jadid promises, while closely liaising with your local President and local Secretary Waqf-e-Jadid throughout;
- These promises should be made at the beginning of the Waqf-e-Jadid year (which commences annually on 01 January);
- You should remind your New Ahmadis throughout the year to make good their promises. All promises should be paid before the end of the Waqf-e-Jadid year (which ends on 31 December).

Please note, if New Ahmadis have AIMS I.D., then please use the AIMS no. to issue receipts. If not, please use the code '999' and give receipts in their name.

13. DUTY 10. BRINGING BACK 'LOST BAI'ATS' BY RE-ESTABLISHING CONTACT

Key Local New Ahmadi Secretary Duty	"18. Bring back the 'Lost Bai'ats' in your local Jamaat by re-establishing contact" (Please note, 'lost Bai'ats' are those New Ahmadis & older converts who have lost contact with the Jamaat)"
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On 09 January 2015, Huzur(aba) gave the following instruction to all Jamaats concerning Lost Bai'ats:

“[...] Huzur had told Jama’ats in the first year of his Khilafat that numerous Bai’ats were lost and at least 70% of lost Bai’ats should be restored through re-establishing contacts”.

On 07 May 2018 Huzur(aba) directly guided the UK New Ahmadi Dept on how to restore Lost Bai’ats:

We should visit these ‘Lost Bai’ats’ and invite them to back to the Jamaat. When we do so, we should say the following to these individuals: You accepted the Messiah of the Age(as) as you felt that it was the time of his coming, and you found good things in his teachings. You believed in Islam Ahmadiyyat. It is the wish of Khilafat that once a person comes to the Jamaat and takes Bai’at, they should not be lost. If you still believe, then come and be part of the mainstream [of the Jamaat]. Then we should convey to them that Huzur(aba) [in the Khutbah of January 9th 2015], instructed that in those Jama’ats in countries where Bai’ats have been lost “at least 70% of lost Bai’ats should be restored through re-establishing contacts”.

Putting this into practice, you should take the below steps to bring back ‘Lost Bai’ats’ in your Jamaat:

- a. CONTACT DETAILS:** Contact all relevant persons in your local Jamaat who may have the correct contact details of the ‘Lost Bai’at’. This will generally be: the local President, missionary, their Dai’in il’Allah (i.e. person that did Tabligh to the New Ahmadi), their friends or family etc. If you are able to locate their correct contact details, politely contact them by phone. If they do not answer, leave a message or text and wait for their response;
- b. (POSSIBLE) HOUSE VISIT:** If you are unable to contact the New Ahmadi, you should visit the home of the New Ahmadi. However, you must first discuss this visit with your Local Sadr and Missionary. Discuss whether there is any reason why you shouldn't do a house visit e.g. if the new Ahmadi: lives in a house with anti-Ahmadis; has asked not to be contacted by post; or has left the Jamaat. If so, please contact us to seek further guidance. However, if there is no reason not to, then you should do a house visit as follows:
 - i. Call or text before you go, to request/suggest to visit at a particular time;
 - ii. This visit should only be between 10am and 7pm (not early or late);
 - iii. The visit should be short & brief - for about 2-3 mins (no more than 5 mins);
 - iv. Knock, give Salaam, explain who you are, and give a small gift (e.g. chocolates);
 - v. Explain that you are here to help and support them with anything they need;
 - vi. Give them your Phone No., and check whether you have their correct No.;
- c. IF YOU ARE ABLE TO CONTACT THE NEW AHMADI:** please provide us with their correct contact details, along with an update with regard to their status. If they still consider themselves to be an Ahmadi Muslim, and wish to remain a member of the Jamaat, please proceed to care for them and complete any of the 18 Key Duties which are outstanding (see Section 3. Above);
- d. IF YOU CANNOT CONTACT THE NEW AHMADI,** please inform the new Ahmadi Dept.

14. NEW AHMADI CHECKLIST

Here is a Checklist of all of the tasks which need to be completed for each of your New Ahmadi. You should complete this Checklist for each of your New Ahmadi. You will notice that the Checklist mirrors the 10 Key Duties of Local New Ahmadi Secretaries. As such, if any of the tasks are incomplete, your work will remain unfinished. The checklist is as follows:

<u>NEW AHMADI CHECKLIST</u>		
No.	Tasks to be completed for each New Ahmadi in your Jama'at	Complete (X)
1	Does this particular new Ahmadi attend, on a weekly basis, the weekly religious training classes which you are running in your local Jama'at for the Tarbiyyat of New Ahmadi?	
2	If this particular new Ahmadi converted from a religion other than Islam, has he/she learnt the Islamic Daily Prayer (Salat)? (i.e. the Arabic wording and its translation)	
3	Is this particular new Ahmadi, actively cared for and contacted by their Mawakhaat (Brotherhood/Sisterhood) Partner?	
4	Education (Taleem) & Training (Tarbiyyat) of New Ahmadi	
4(i)	If this particular new Ahmadi converted from a religion other than Islam, has he/she learnt the 'Basic Teachings of Islam'?	
4(ii)	Has this particular new Ahmadi learnt the recitation and meaning of the Holy Quran?	
4(iii)	Has this particular new Ahmadi memorised parts of the Holy Quran , including the last 10 Surahs?	
4(iv)	Does this particular new Ahmadi know the aims, objects, and system of the Jamaat?	
4(v)	Has this particular new Ahmadi been informed of their obligations & responsibilities as a New Ahmadi?	
4(vi)	Has this particular new Ahmadi learnt the central teachings of Islam Ahmadiyyat? (e.g. concerning the Death of Isa(as), Khatamun-Nabuwat, the truthfulness of the Promised Messiah(as))	
4(vii)	Does this particular new Ahmadi know the Aims and Objects of Waqf-e-Jadid?	
5	Does this particular new Ahmadi have an AIMS ID No. & Card?	
6	Does this particular new Ahmadi attend your local Jamaat's general meeting each month?	
7	Did this particular new Ahmadi attend the most recent Annual National New Ahmadi Ijtema and Annual Jalsa Salana?	
8	Has this particular new Ahmadi had an individual Mulaqat with Beloved Huzur-e-Aqdas(aba) in the last 12 months?	
9(i)	Did this particular New Ahmadi pay Chanda Waqf-e-Jadid in the previous Waqf-e-Jadid year (Which ended on 31st December last year)?	
9(ii)	Has this particular new Ahmadi made a promise to pay Chanda Waqf-e-Jadid in this current Waqf-e-Jadid year? (Which will end on 31st December this year)?	
10	Are you still in contact with this particular New Ahmadi? ('In contact' = contact, by phone or in-person, with the New Ahmadi during the last 1 month).	

15. MONTHLY REPORTS: VIA NATIONAL REPORTING SYSTEM (NRS)

You are required to submit a monthly report to your Local General Secretary, as part of the National Reporting System (NRS). This report is designed to ensure all Local Secretaries are fulfilling the 18 Key Duties of Local New Ahmadi Secretaries. Please see below the NRS Questions for Local New Ahmadi Secretaries:

	NRS QUESTIONS	Answer
1.	How many New Ahmadi s are there in your local Jama'at? (Including those who are not in contact)	
2.	How many weekly New Ahmadi religious Tarbiyyat (Training) classes have you organised in your local Jamaat this month?	
3.	How many New Ahmadi's in your local Jama'at attended Congregational Prayers (at least Fajr/Isha) in the local Mosque or Salat centre on a regular basis this month? (Regular = daily or several times a week)	
4.	How many New Ahmadi's in your Jama'at have been actively cared for and contacted (i.e. in-person or by phone) by their Mawakhaat (Brotherhood/Sisterhood) Partner this month?	
5.	How many of the New Ahmadi's in your local Jama'at have been issued an AIMS ID No. & Card ?	
6.	How many of your New Ahmadi's attended your local Jamaat's most recent general meeting ?	
7.	How many New Ahmadi's in your local Jama'at have attended an individual Mulaqat with Huzur-e-Aqdas(aba) in the last 12 months?	
8.	How many New Ahmadi's in your Jama'at paid Chanda Waqf-e-Jadid in the previous Waqf-e-Jadid year? (Which ended on 31 st December last year)	
9.	How many New Ahmadi's in your Jama'at have made promises to pay Chanda Waqf-e-Jadid in this current Waqf-e-Jadid year? (Which will end on 31 December this year)	
10.	How many New Ahmadi's in your local Jama'at are you not in contact with (if any)? (i.e. New Ahmadi's with whom you have not had any contact, by phone or in-person, for a period of 1 month or more).	

16. BAI'AT (INITIATION) FORM PROCESS

In order to start the New Ahmadi training & education process, we must first ensure their Bai'at form has been properly processed and approved. The below revised Bai'at form procedure was approved by Huzur-e-Aqdas(aba) in 2015, with a further approved addition in 2017. You should politely monitor and ensure your local President and Tabligh Secretary adhere to this procedure:

- Bai'at forms should be signed and processed in the local Jama'at, where the new member resides;
- The Bai'at form should be signed by the President and Regional Missionary, and sent to the National Missionary in Charge. The form must be sent within one month (from the date the form is filled out);
- If, after this one-month period, either the president or regional missionary is still not satisfied, then both should immediately write a report to Missionary in Charge UK. A copy of the Bai'at form should be sent along with this report. Even if the President does not write a one-month report, the regional missionary must do so;
- If either the Sadr or Regional Missionary are not satisfied after this 3-month period, they must send the Bai'at form along with a written report to the National Missionary in Charge explaining their reasons;
- The National Missionary in Charge UK may then decide to authorise a further three-month observation period. If an extension is not authorised, then the Bai'at form should immediately be sent to the Missionary in Charge. It must not be held up in the local Jamaat without permission;
- Regional Missionaries and local Presidents should continue to keep a copy of all signed Bai'at forms (with Regional and local serial numbers);
- A copy of the Bai'at form should be sent to the National Tabligh dept as soon as the President signs it (NB. This procedural step was approved by Huzur-e-Aqdas(aba) on 04 June 2017)

17. LOCAL NEW AHMADI SUPPORT GROUPS

In 2016, Huzur-e-Aqdas approved the following Shura recommendation:

“It is not just the duty of the President to receive new Ahmadis. There should be a support group responsible for receiving the new Ahmadi into the Jamaat, monitoring their integration and ensuring the above activities are completed. This should be formed of the local Sadr, and local secretaries New Ahmadis, Tarbiyyat and Tabligh (subject to exceptional circumstances when different individuals may need to be chosen by the Sadr to do this task).”

As local new Ahmadi secretary, you should ensure this group is set up in your local Jamaat and meets on a monthly basis to perform the above task.

18. FREQUENTLY ASKED QUESTIONS (FAQS)

- **Who is a new Ahmadi?** A New Ahmadi is one who has taken Bai'at within the last 3 years. We must ensure that the above-mentioned Training of all New Ahmadis (see 18 Key Duties and the New Ahmadi Checklist) is complete within this three-year period. If it is not, however, we must not neglect or abandon such older converts. Rather, you should inform us of such individual cases.

We are then under a duty to write to Huzur-e-Aqdas(aba), via Respected Amir Sahib, to request an extension period of one additional year in order to complete the New Ahmadi's training.

- **We don't have any new Ahmadis; do we need a new Ahmadi secretary?** Yes, as Jamaat Ahmadiyya was established for the purpose of Tabligh (preaching), each local Jamaat should expect to receive new Bai'ats imminently. So, your New Ahmadi secretary needs to be in place and fully trained to receive new Ahmadis once they have taken Bai'at.
- **When can new Ahmadis get married to other Ahmadis?** Ladies taking Bai'at can marry without an introductory period. Brothers taking Bai'at can marry after a one-year introductory period. If an individual wishes to marry sooner, permission can only be granted by Huzur(aba), via Amir sb.
- **What do we do if our new Ahmadis are drifting away, or have become distant?** There may be several reasons for this. Try to approach them with love, and a goodly reminder, to encourage them back into Jamaat activities. Also, take a personal approach. Invite them (if of the same gender) for a coffee, or for dinner at your home. Also, give them an appropriate local duty to enable them to feel active and engaged e.g. in an assistant capacity. As long as you pray and take the steps set out in this handbook, you will fulfil your duties, Insha'Allah.
- **Can we take the Bai'at of asylum seekers?** Yes, asylum seekers can take Bai'at, and their Bai'at can be accepted. There is no restriction in this regard. In fact, even many of the Noble Prophets(as) and Khulafa (Successors)(ra) migrated to foreign lands due to the religious oppression of their followers. As with all Bai'ats, however, we must use wisdom and judgment. See the new Bai'at form process (above) – whereby Bai'at forms can only be held for an initial period of one month, before the written approval of the National Missionary in Charge is required.
- **Asylum - can the Jamaat provide a letter verifying the Bai'at and activities of a New Ahmadi?** The Jamaat cannot provide verification for any asylum case within the first two years of Bai'at. After this point, new Ahmadis can request activity letters via the normal (Umur'ama) route.
- **Chanda - can new Ahmadis pay Chanda Aam?** Yes, they can and we should help them do so. They can pay using their AIMS number, or if they don't have one, via a 999 code.
- **Urdu – is it okay to have meetings in Urdu?** Huzur(aba) has said that all meetings must be conducted in the relevant national language of the National Jamaat (e.g. French in France, English in England etc.). At the end, one-quarter of the talks/discussions can be translated into another language (e.g. Urdu), if some members don't understand the national language.
- **Spicy food – is it okay to only serve spicy food at Jamaat events/meetings?** Not all new Ahmadis can eat spicy food. It is important to have a non-spicy option available. If we do this, we will fail to follow the Sunnah of being a good host. (Also note, some new Ahmadis may be vegetarian and/or have certain food allergies. We should always check with them and cater to their needs).
- **Other Qus:** Please contact us using the details below (in the footnote of each page).