

Lae-hae Amal The Way to Work



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Constitutional Role for Mohtamim Atfal

- The Mohtamim Atfal shall supervise all affairs of Majlis Atfalul Ahmadiyya.

Roles and Responsibilities

These points apply to the Mohtamim and Regional and Local Nazimeen

- Atfal should be utilised for Waqar-e-Amal and Amoomi duties at Juma etc.
- Majlis Atfalul Ahmadiyya should become separate and have their own committee under Sadr Majlis [Mulaqaat with Huzur 14-06-2003]
- Organize events in order to promote the training of the Atfal
- Ensure all Atfal have basic Islamic knowledge as well as on the Nation and Country in which they live
- Organize sports and exercise activities for Atfal and encourage maximum participation
- Ensure plans are implemented to safeguard the moral welfare of the Atfal from the evils of society
- Ensure Atfal excel in their educational development
- Encourage Atfal to participate fully in local, regional and national events

Mohtamim Atfal

These points only apply to the Mohtamim

- Reports directly to Sadr Majlis, but runs the activities of Majlis Atfalul Ahmadiyya UK. This Majlis has an Amila at national level and this along with its activities mirror that of Majlis Khuddamul Ahmadiyya UK.
- The Mohtamim should visit a minimum of 3-4 qiadat general meetings
- The Mohtamim should visit at least 1 or 2 qiadats every month (NAM 15-04-07)
- The first 3 months of the year should be for the training of local secretaries. The Mohtamim should focus on calls to local secretaries rather than letters. Obtain email addresses of local secretaries, set monthly tasks (NAM 15-04-07)
- The Mohtamim should contact local secretaries regularly, at least once a month (NAM 09-12-07)

- A list should be created of young children about to turn atfal so that a letter can be sent to them introducing Majlis Atfalul Ahmadiyya (NAM 08-07-07)
- Atfal Majlis-e-Amila meeting minutes should be submitted to Sadr Majlis (NBM 14-02-06)
- Set up an annual Atfal syllabus, even if only 2 pages, with key goals for the year (NBM 11/04/06)
- Send each copy of Tahir Magazine to previous Mohtamimeen Atfal (NBM 11/04/06)
- Regional and Qiadat Nazim Atfal These points only apply to the Regional and Qiadat Nazimeen Lae-hae Amal 4th Edition – The Way to Work Majlis Khuddamul Ahmadiyya UK - Aitmaad Department Page 29 of 78
- Implementing any instructions from the National Majlis-e-Amila with regard to his department

Rules of Atfal administration

- 1) Every tiftl between seven and fifteen is a member of Majlis Atfal ul Ahmadiyya. However those Atfal who reach the age of fifteen until 31st October will only become Khuddam at the beginning of the new year (1st November)
- 2) Atfal from the age of seven to twelve will be Mayar e Saghir and between thirteen and fifteen will be Mayar e Kabir
- 3) The Majlis Atfal ul Ahmadiyya will work under the supervision of Majlis Khuddamul Ahmadiyya
- 4) The supervisor and highest office holder of the Majlis Atfalul Ahmadiyya is called Mohtamim Atfal. He works directly under the supervision of Sadr Khuddamul Ahmadiyya. He is a member of the central aamila Majlis Khuddamul Ahmadiyya
- 5) The local Majlis Khuddam ul Ahmadiyya works under the Qaid. The Halqa Majlis is under the supervision of the local Zaeem
- 6) Every local Qaid needs to appoint a Nazim Atfal to run the local Majlis Atfalul ahmadiyya. He needs to get approval for this from the Sadr Khuddamul Ahmadiyya.
- 7) The local Nazim Atfal needs to get approval from the Qaid for every Zaeem (Muntazim Atfal) that he appoints in his local Halqa.
- 8) To supervise and train the local Atfal the local Qaid or the Zaeem Halqa needs to appoint a Murabbi Atfal who is one of the devoted, reliable and caring members of the local Jama'at. Preferably he should be from Ansarullah
- 9) Every Nazim Atfal should with the approval of the local Qaid he should appoint the following secretaries
 - a) Amoomi
 - b) Tarbiyyat
 - c) Taleem
 - d) Waqfe Jadid
 - e) Maal
 - f) Sehat e Jismani
 - g) Ishaat
 - h) Waqar e Amal
 - i) Sanat o Tijarat
 - j) Tajneed
 - k) Khidamt e Khalq

Creating a new Majlis

- 1) In any area where there are more than two Atfal between the ages of seven and fifteen the Majlis Atfalul Ahmadiyya is to be established
- 2) If there are Atfal in an area and the Majlis Atfalul Ahmadiyya is not established then the local Sadr of the Jamat or the Amir should contact the centre and establish the Majlis Atfalul Ahmadiyya himself. He should either teach himself or give the responsibility of being the Murabbi Atfal to someone else to teach and train the local Atfal.
- 3) If there are only one or two atfal in an area then they can join up with the local Atfal in a nearby Majlis . This is so no Tifl is out of the system of the Jam'at.

Responsibilities of Office bearers

Murabbi Atfal

Every Murabbi Atfal should work according to the Lah e Amal and be responsible for the performance of the Atfal. He should fulfil these responsibilities with gentleness, wisdom and with his own example emphasise the following points

- 1) To inculcate the performing of the Salat five times a day and to be responsible for their attendance in Mosques or Salat centers
- 2) To be personally responsible for the religious education, secular education and training of the Atfal. They should ensure that there is no Tifl who does not know how to read the Arabic of the Holy Qur'an. After learning the Nazira Atfal need to be taught the translation of the Holy Qur'an
- 3) To save Atfal from wasting time, to keep an eye on them when they are playing in the street or playgrounds, monitoring their etiquettes. Also to take care that no tifl in walking around bare headed or using foul language.

Nazim Atfal

A Nazim Atfal will work according to the central Lah e Amal. He will cooperate and take advice from the central Murabbi Atfal. However, he needs to pay attention to the following tasks

1. To keep records of all the activity of Majlis Atfal ul Ahmadiyya and to protect these records. He also needs to communicate with the centre and make the monthly reports
2. He needs to appoint Saiqeen.
3. He needs to appoint his own Majlis e Aamla with the approval of the local Qaid
4. He needs to collect the local Atfal chanda
5. To organise local events such as Ijlas, Waqar Amal, Taleem, Tarbiyyat classes, academic competitions, sports and exercise
6. To supervise whether Atfal are learning religious as well as worldly education and to make efforts to improve their educational standard

Responsibilities of a Saiq

A Saiq is responsible for overseeing the Atfal in his Group. He should keep in contact with them. In this regard he should under the guidance of the Murabbi Atfal or the Nazim Atfal he should carry out the following tasks.

- 1) To keep a record of the names and other important details of the members of his Hazb in his record book
- 2) To contact the members of his Group about the important programs of his Majlis
- 3) To help the Secretary Maal in collecting chanda from the members of his Hazb
- 4) To check the attendance of the members of his Group in congregational prayer, meetings and other Jama'at meetings by the members of his Group. To remind the non-attendees to attend in the future
- 5) To stop Atfal from harmful activities and to encourage them in good deeds
- 6) To report inactive or Atfal who need training to the Murabbi Atfal so they can be trained

Note: The Secretaries departments Atfal at local level should work for the Murabbi Atfal, Nazim Atfal at a local level and receive training from them.

Lah e Amal Atfal

The centre has created the following detailed Lah e Amal for the different departments. To follow this Lah e Amal carefully is the responsibility of each Qaid, Nazim and Murabbi Atfal. The responsible secretaries for each department should help the them in the fulfilment of the goals of each department.

Department of Amoomi

1. The monthly report form for the Majlis Atfalul ahmadiyya should be sent on the standard report form regularly to the centre. This is so that the centre is aware of the situation and better able to guide the Qiadat. The report form should reach the centre by the 5th of the next month. This should be sent whether or not there has been any activity.
2. Apart from what is reported in the standard monthly report form other important activities should be given in an additional report. However, these activities should be briefly mentioned in the Atfal monthly report form.
3. The monthly Aamla meeting should be held once a month. In this meeting the work being done should be looked at. The minutes should be taken down. The Secretary Amoomi should read out the minutes of the previous meeting in the next meeting.
4. Every week or every fifteen days a general meeting of the Atfal should be held. Effort should be made to make this meeting more interesting and useful. Effort should be made to make every Tifl play a part in the program
5. A parent's day should be held every six months at Qiadat level.
6. In every quarter a Ashra (week) for Atfal need to be held. During this period every effort should be made to make the Atfal programs effective. It should be looked at how successful these programs and the results from them.

The Department of Tajneed

1. Every Majlis should keep the details of their Atfal in a register Tajneed. A copy of this should be sent at the beginning of the year to the center. This should include the name, father's name, the date of birth, their educational level, whether they can recite the Qur'an, their father's name, level of cooperation with the Jama'at. It should be remembered that boys who are seven years old must be made a part of Atfal ul Ahmadiyya
2. Separate lists of the Atfal between seven to twelve (Mayar e Kabir) and the Atfal between thirteen to fifteen (Mayar e Saghir) should be made.
3. If during a year a Tifl leaves or a new Tifl joins, then within a month the center needs to be informed.
4. If a Tifl becomes a Khaddim in the year he should remain a Tifl for the whole year. In the next year he should be made a part of the Tajneed of Khuddam ul Ahmadiyya from the 1st of November.

Department of Tarbiyyat

1. Efforts should be made that 100% of all Atfal listen to the Friday sermon given by Hazoor. The Nazimeen should try to summarise the sermon for the Atfal and make them understand it
2. Efforts should be made that the Atfal perform Salat in congregation, pray, tell the truth, are honest and do not use abusive language. They should respect and obey their parents, teachers and elders. They should be well mannered and have good etiquettes when in a gathering. To achieve this elders and knowledgeable people should be asked to give speeches for training the Atfal. The Murabain Atfal should take special responsibility for the training of Atfal.
3. Every day or at least weekly an Atfal Tarbiyyat classes should be held. Special efforts should be made to make all Atfal attend this class.
4. Every Tifl should be made to get into the habit of saying “Assalamulikum”
5. Atfal should be made to get into the habit of wearing a cap
6. In his Friday sermon on 24th November 1999 Khalifatul Masih IV aba elucidated five important moral qualities. These are
 - a) Truthfulness
 - b) The use of gentle and pure language
 - c) Tolerance
 - d) To feel the pain of others and to try to remove it
 - e) Willpower and firm intentSpecial efforts should be made to create these moral qualities in Atfal
7. Atfal should be gotten into the habit of writing to Hazoor whenever they need guidance and prayer.
8. Efforts should be made to increase attendance in Friday prayers by Atfal
9. As per Hazoor’s instructions different programs e.g sports should be made to bring Atfal to the mosque
10. Atfal should be encouraged to watch MTA programs especially programs in which Hazoor meets Atfal, Nasirat or Waqf e Nau.
11. Atfal should be monitored in the use of the internet and they should receive appropriate guidance
12. Atfal should be made to memorise the prayers of the Khilafat Jubilee. They should be reminded from time to time to keep remembering and reciting them.
13. To fulfil all these Tarbiyyat goals a relationship should be established with the parents and children by contacting them individually.

Taleem

1. Every Tifl should according to Hazoors wish finish the Qaeeda and the Holy Qur'an in Arabic
2. Every Tifl should be taught the Kalima and trained to recite it regularly. They should first be taught the Arabic and then the translation
3. The Atfal pledge, the first seventeen verse of Surah Al-Baqarah and the last ten Surahs of the Holy Qur'an should be memorised.
4. Every Tifl according to his age group should be made to do the tests sent by the centre.
5. Arrangements should be made for the teaching of appropriate religious beliefs to Atfal. They should also receive appropriate guidance in spreading the message to others. Atfal should also take part in the tabligh programs of Atfal. This is so they become familiar with different issues and the different situations that they could face. Regarding certain important issues all Atfal should be taught one verse of the Qur'an, one hadith and how to prove this issue through logic.
6. According to Hazoors wish every child should at least try to complete their A levels
7. Tuition classes should be started to help the Atfal with their education
8. A monthly book should be set for the Atfal to read and the Atfal should be encouraged to read it. Qiadat should check whether this is being carried out.

Department of Maal

1. All Qiadat should create their budget with Atfal chanda at the beginning of the year and send it to the center
2. The chanda Majlis will be £15. The Chanda of the Ijtema will be £3 and chanda atfal is £12. Payment should be taken from one hundred percent of Atfal and sent to the centre.
3. This chanda should be received on the Khuddam receipt book. The receipts should be dated and in consecutive order. Separate records should be kept for each Tifl so that they can be looked at at any times.
4. Efforts should be made to increase the amount of chanda

Waqfe Jadid

As per the instruction of Khalifatul Masih III all Atfal should be recruited into Waqfe Jadid. A promise should be taken from each Tifl and a list of this should be sent to both the centre and to the local Jamaat.

1. The responsibility for Waqfe Jadid rests on the local Jamaat but it is important that Atfal ul Ahmadiyya cooperates fully with the local Jamaat in this regard.
2. All Atfal should be made part of Waqf e Jadid. Those children should also take part which are younger than seven. The office of Atfal Waqfe Jadid covers everything from Atfal who are one-day old to those who are fifteen years' old
3. All children who give Waqf e Jadid should get a receipt saying "Wafe e Jadid Atfal office"
4. Children should be inculcated into the habit of paying their chandas themselves
5. Try to make one hundred percent of your Atfal into "Young Mujahid" (a higher standard which is a higher amount of chanda and send a list to Hazoor-e-Aqdas (aba) with the names for Dua)

Department of Waqar Amal

1. Atfal should be gotten into the habit of working with their hands. e.g polishing shoes, washing clothes, ironing, mopping the floor, buying the household shop, cleaning one's own house, keeping clean one's neighbourhood, the mosque and and the local market.
2. Once a month a group Waqar e Amal should be conducted. It is better if the Atfal take part in the Khuddam Waqar e Amal. If there is no such program from the Khuddam then the Atfal should conduct their own program.
3. Twice a year a tree planting campaign should be conducted.
4. Every three months an example Waqar e Amal should be conducted in which two hours are spent. 75% of the Tajneed should take part.
5. Atfal should pay special attention to the cleaning of the mosque

Department of Sehat e Jismani

1. For the improvement of the health of the Jama'at it is important to follow the standards of cleanliness and taking care of health that our religion teaches us. We should also get them to understand the basic principles of keeping healthy and to avoid things that damage our health. This is why in general meetings Atfal should be taught the basic principles of keeping healthy.
2. We should take special care in the diet of Atfal. They should be in the habit of eating strength building food like soya bean and milk.
3. The general health of Atfal should be inspected. Their standards of hygiene regarding their clothes, teeth and nails should be continuously looked at.
4. For the health and health of children it is important that they play sports which stops them from wasting time. Attempts should be made that apart from individual sports, group sports such as football, basketball, cricket and horse riding should be organised. Physical exercises, swimming and using a slingshot should be emphasised. According to Hazoor's instruction indoor games should also be organised.
5. A tournament with sports competitions should be organised every six months. Trips and other fun program's should also be organised at intervals. Trips should be organised at least once a year.
6. Atfal should be taught how to ride a bicycle.
7. Every quarter a Kulu Jumia should be organised
8. Friendly matches between different majalis should be organised.

Department of Khidmat e Khalq

1. Sympathy for the creatures of God should be created in Atfal. They should be encouraged to do Khidmat e Khalq. e.g helping the needy, looking after the sick, showing the route to travellers, bringing shopping for neighbours, feeding the hungry, giving water to the thirsty, not giving pain to anyone and helping others remove their pain. It also means donating spare items, books and clothes to needy children.
2. As many Atfal as possible should be taught first aid, scouting and city defence.
3. Every Majlis should have a book bank
4. On Eid Atfal should visit their poor brothers and make them a part of the happiness that they are experiencing.
5. At the time of natural disasters, floods or other natural disasters they should raise funds and help the affected.

Department of Sanat o Tijarat

1. Atfal should be taught different skills such as mailing envelopes, binding books or documents, fixing bikes and basic IT. They should also be taught about computer hardware, photography, good handwriting etc
2. Atfal should be taught to make fruit juice according to the season
3. Once in the year a crafts class should be held, a crafts exhibit should be held and the center should make efforts for a central crafts exhibit.

Department of Ishaat

1. Atfal should be encouraged to subscribe to the Tahir magazine. They should read it and send essays, stories, jokes and questions. In this regard they should be encouraged and guided.
2. Every Majlis should have 100% subscription to the Tahir Magazine. The Nazim Atfal is responsible for making sure that every house with Atfal receives the Tahir Magazine.
3. Every year there should be an essay writing competition.
4. The buying and reading of books published by the Ishaat department should be emphasised.

Extracted from Lae-hae Amal the Way to Work MKA UK 4th Edition

6.4 Atfal

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6.4.1 Constitutional Role for Mohtamim Atfal

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6.4.2 Roles and Responsibilities

6.4.2.1 General

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6.4.2.3 Regional and Qiadat Nazim Atfal

These points only apply to the Regional and Qiadat Nazimeen

- ☒ Implementing any instructions from the National Majlis-e-Amila with regard to his department