

In the name of Allah the Gracious the Merciful

Duties of an Amir Mo'takefeen or Sadar Mo'takefat.

1. All mo'takefeen or mo'takefat may only communicate with the outside world through you. (You are advised to set aside a particular time of the day when the mo'takefeen or mo'takefat may meet or communicate with the outside world for a specified period).
2. You are in-charge of all internal discipline and issues that may arise between those under your charge.
3. **Only you** will communicate to the nominated Administration person on any issues that you wish to have resolved or looked at in and around the etekaf site (on behalf of your mo'takefeen or mo'takefat).
4. Look out for any potential problems among those under your charge and address them in advance. You may change the allocated spaces around in order to achieve this. (e.g. all snorers on one side)
5. You are to ensure that everyone is doing etekaf as it is meant to be done, and no one is engaged in activities or practices that are interfering with the etekaf of others. If so, please rectify as wisely as possible.
6. If there is someone who is persistently breaching discipline and interfering in the Etekaf of others, it will be your responsibility to recommend whether they should be allowed to continue or not. You should let the Administration know as soon as possible. It is the responsibility of the Administration only, to ask someone to leave.
7. You will be responsible for deciding **when, who** and **how many** will go for meals and when they will be expected to leave the dinner table and return to the mosque.
8. You will be responsible for deciding any bathroom rota if required, so that everyone may have a chance to take their bath without having to wait in a queue unnecessarily.
9. You are in-charge of internal arrangements only. Avoid interfering in outside arrangements e.g. dining hall arrangements, etc.
10. No mo'takef or mo'takefa may leave the premises without your permission or knowledge.
11. Any mo'takef or mo'takefa that falls ill and cannot fast has to leave the etekaf. The Administration should be informed of this at the earliest.
12. Any special requests by those under your charge should only be made through you directly to the Administration.
13. Do not invite people to dine with you without the consent of the local Administration.
14. Any visitors may only see your charges with your knowledge and consent. (You are advised to set aside a certain period during the day when visitors can come freely, but outside this they may only visit with your consent and with your knowledge).

15. Any gifts or food items intended for all the mo'takefeen or mo'takefat should only come through you and with your knowledge.
16. Any requests for prayers to all the mo'takefeen or mo'takefat should only come through you (no one may make such an announcement to the general body without your consent and knowledge).
17. Use of mobile phones, the internet and computers is strictly prohibited (but you may wish to set aside a certain time of the day when phone calls may be made or received freely).
18. Everyone may communicate by writing to the outside world as often as they wish.
19. No group discussions are to be allowed on any topic (this is time for silent reflection and solitary prayers). However it is expected that everyone will attend and participate in those activities which are being organised as part of the Jama'at programs (such as darsul Qur'an, or dars ul Hadith, Friday prayers, traveh prayers, etc)
20. Please be mindful that no innovations are allowed or practised during Etekaf. In the last few days, some may wish to gather in a group to apply Henna to each other. Other instances may include trying to arrange a collection among the participants in order to buy gifts for each other, or for any particular member/s of the Administration. Some have tried to leave a legacy by making a collection in order to buy a memento or a special copy of the Holy Qur'an to leave in the mosque.
21. You should have a general meeting at the start of the Etekaf for administrative purposes, and you may have one towards the end but no more. General meetings are very time consuming and interfere in the Etekaf of those who wish to pursue their goal undisturbed. If issues do arise that would involve most motakefeen/motakefaat, it is best to deal with it individually or at the dinner table. You may wish to delegate responsibility to others to get opinions etc, without disturbing the general body.
22. Some people may have their own views on Etekaf and may try to impose these on others. The views on Etekaf that you are charged with observing are those of the Jama'at. You must not allow disagreements to develop on this issue. Any issues must be resolved after the Etekaf.