



**NATIONAL DEPARTMENT FOR
NEW AHMADI TARBIYYAT
& WAQF -E- JADID
UNITED KINGDOM**



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

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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 (Jama'ats). Much of this guidance has been given by Beloved Huzur^(aba) directly. This includes instructions that each new Ahmadi should: be paired with a Jama'at member as a brother/sister (Mawakhaat); come to know the aims, objects and system of the Jama'at; 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 TARBIIYYAT & WAQF-E-JADID FOR NEW AHMADIS

Every local Jama'at 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 for 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 Jama'at 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 Jama'at'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 Jama'at 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 Jama'at (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 Jama'at known to the New Ahmadis in your local Jama'at
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), Khatam -e -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 Jama'at
5.	Assist your Local Sadr to ensure each new Ahmadi in your Local Jama'at has an AIMS ID No. & Card
6.	Strive your utmost to ensure the New Ahmadis in your local Jama'at attend your local Jama'at'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 Jama'at by re-establishing contact (Please note, 'Lost Bai'ats' are those New Ahmadis & older converts who have lost contact with the Jama'at)

These 10 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 -e- Aqdas^(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 Jama'at and that a monthly class would be insufficient. Like untamed birds, new Ahmadis will fly from the Jama'at unless they are cared for on a regular basis. Thus, the classes should be on a weekly basis. Huzur -e- Aqdas^(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 -e- Aqdas^(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 categorise 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.”

Lastly, we sought Huzur -e- Aqdas^(aba)'s guidance as to whether Lajna New Ahmadis should attend these classes with Missionaries, if *purdah* is maintained. In a Daftar Mulaqat on 30th August 2021 Huzur -e- Aqdas^(aba) instructed (in summary) that:

Lajna New Ahmadis can attend these classes taught by Murabbian as long as *Purdah* is in place (i.e. if the classes are online, their videos [except for the Murabbi] should be turned off, and if the classes are in person, there should be screens for *Purdah*).

WEEKLY CLASSES: Therefore, every local Jama'at should hold weekly Tarbiyyat classes for New Ahmadis. These classes should be for both male and female New Ahmadis, and there should be *purdah* in place for these classes. Classes should be organised by the local Jama'at, via the local Additional Secretary Tarbiyyat New Ahmadis, and taught by local/regional Missionaries.

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 Jama'at Quran classes etc.

NEW AHMADI SYLLABUS & TRAINING MODULES: 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: [New Ahmadi Syllabus & Training Modules](#)

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 -e- Aqdas^(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 Jama’at 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 Jama’at (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 -e- Aqdas^(aba) gave specific criteria on the system of Mawakhaat (brotherhood):

“Huzur -e- Aqdas^(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 -e- Aqdas(aba)also instructed that President Jama’ats should be given guidance on the above points and that each member of the UKNAD must act as a Helper for a new Ahmadi.”

Mawakhat (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 Jama'at** 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), Khatam - e - 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 Jama'at

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 & TRAINING MODULES: As mentioned above, we have devised a New Ahmadi Religious Training syllabus, composed of reading lists and core reading texts. These training modules 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 resources can be accessed online via our website: [New Ahmadis Syllabus and Training Modules](#)

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

TRAINING MODULES & CORE TEXTS

KEY NEW AHMADI SEC. DUTIES	CORE TEXT BOOKS	MODULE TITLE
Task 4 (i): The Basic Teachings of Islam (Incl. Ramadhan, Zakat, Hajj etc.)	Basics of Religious Education (5th Edition)	1. The Islamic Daily Prayer (Salat) (incl. Surah Fatiha)
Task 4 (ii): Teaching the Islamic Prayer (Salat) (Incl. Surah Al Fatiha)	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 Basics of Religious Education (5th Edition) Meaning: Holy Quran	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 Jama'at	Aims & Objects: Invitation to Ahmadiyyat System of Jama'at: APPENDIX 1 'SYSTEM OF THE JAMA'AT'	5. The Aims, Objects, and System of the Jama'at
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 of Isa(as), Khatamun-Nabuwat, etc.)	Invitation to Ahmadiyyat	7. The Core Teachings of Islam Ahmadiyyat
Task 4 (viii): Making Known the Aims and Objects of Waqf-e-Jadid	APPENDIX 2 – 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 Jama’at 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 Jama’at 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: (use this link: [‘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 see our website for further information (use this link: '[New Ahmadi Muslim Temporary & Permanent AIMS ID Card Processes](#)')

9. DUTY 6. 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 Jama'at; 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 Jama'at.

REGIONAL SPIRITUAL + SOCIAL GATHERINGS (REGIONAL NEW AHMADIS IJTEMA)

The National Department for New Ahmadi Tarbiyyat & Waqf-e-Jadid will be holding Regional Spiritual & Social Gatherings (Regional New Ahmadi Ijtemas) on an annual basis in each region.

Local Office Bearers (i.e.: Regional Amir, Local Presidents, Regional/ Local Missionaries & Local Secretaries for New Ahmadis) are requested to provide full support and assistance to the National New Ahmadis Dept. in the planning and arrangement of these Ijtemas.

Please see below the responsibilities and duties of Regional Amirs, Missionaries, Presidents and Local New Ahmadi Secretaries in planning, arranging and hosting Regional New Ahmadi Spiritual and Social Gatherings (Ijtemas).

Regional Amir Sahib: Please kindly make arrangements for/ oversee:

1. Booking of the venue at/ on the relevant time(s) and date.
2. Set-up and wind-up of the venue: including tables and chairs (appropriate room layout).
3. Audio – visual setup: including microphones, speakers, projectors.
4. Tea/refreshments & lunch at relevant times (please see enclosed agenda).
5. Responsibility for overseeing COVID-19 protocols, including testing and other measures, as instructed by the centre.

PRESIDENTS: Please kindly:

1. Assist and provide manpower to the Regional Amir to ensure all of the tasks which the Regional Amir is overseeing, are completed (e.g., set-up, audio visual, ziafat, etc.)
2. Oversee and supervise the implementation of the action points allocated to the Local Secretary, including inviting all New Ahmadis and assisting with transport.
3. Please attend with the Local Secretary.

LOCAL SECRETARIES: Please kindly:

1. Attend and invite all New Ahmadis (i.e., those who took Bai'at in last 3 years) and all converts (i.e., those who took Bai'at more than 3 years ago) in your local Jama'at.
2. Assist with transport (if required to enable all New Ahmadis and converts to attend).
3. Assist Murabbi Sahib in updating the learning & development plans for New Ahmadis/converts during the breakout sessions.

REGIONAL MISSIONARY(IES): Please kindly make arrangements for:

1. Filling out Learning & Development plans for all New Ahmadi Muslims and converts before the visit and update the plans during breakout groups with New Ahmadis (if required).
2. Set an agreed date and time for the local weekly Tarbiyyat class(es) following consultation and considering, the date and time proposed by the local secretaries and New Ahmadis (if classes are not yet running).
3. Please attend and select a New Ahmadi for Tilawat and three New Ahmadis to share accounts of their journey to Islam Ahmadiyyat.

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-e-Aqdas^(aba) instructed that new Ahmadis can be given guest passes to attend Jalsa. Huzur-e-Aqdas^(aba) instructed that the National Dept. write to each local president and request them to put together an approved list of all New Ahmadis in their Jama'at 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-e-Aqdas^(aba) said that even those who have only recently taken Bai'at

should be invited to attend. Huzur-e-Aqdas^(aba) also noted that not only should new Ahmadis attend, but also those Tabligh contacts who are about to take Bai'at should attend.

Please note, local secretaries must assist, as needed, in the arrangement of travel to and from Jalsa Salana for new Ahmadis. 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.

Other Functions (Eid, Auxiliary Ijtemas, Khilafat day, general meetings etc.): Please also ensure new Ahmadis are invited and enabled to attend all other Jama'at 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.

10. DUTY 7. 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 Jama'at'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 Jama'at'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.

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- Aqdas^(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 -e- Aqdas^(aba) instructed as follows in July 2014 concerning new Ahmadi Mulaqats:

“New Ahmadis should have Mulaqats as soon as possible after Bai’at. Huzur -e- Aqdas^(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 -e- Aqdas^(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 -e- Aqdas^(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.”

Furthermore, Huzur -e- Aqdas^(aba) instructed as follows on 22 August 2022 concerning the organising of new Ahmadi Mulaqats on a group basis:

“Yes, you can arrange Mulaqats for new Ahmadis in groups of [e.g.] 5 to 10”.

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 the [‘Mulaqaat form for New Ahmadis’](#) from our website. Please send us the completed form 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

Tahrik-e-Jadid Constitution Rule no. 426 (b)	426 (b) "He shall be responsible for making the aims and objects of Waqf-e-Jadid know 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. Hazrat 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."

Moreover, on 9th November 2007 Hazrat Amirul Momineen Hazrat Khalifatul Masih V ^(aba) in his Friday Sermon said:

"As I have said again and again, you need to make a special effort to include Nau – Mubai'in (New Ahmadis) in Chanda Tahrik -e- Jadid and Waqf -e- Jadid, even if they pay a minimal amount, and do not let them remain without the qualities that are the hallmarks of the Community of believers. May Allah enable every member and office bearer of the Jama'at to understand the true spirit of sacrifice and to make greater sacrifices".

New Ahmadis are encouraged to participate in Tahrik -e- Jadid & Waqf-e-Jadid schemes 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 Jama'ats. 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 Jama'at by re-establishing contact” (Please note, 'lost Bai'ats' are those New Ahmadis & older converts who have lost contact with the Jama'at)”
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On 09 January 2015, Huzur -e- Aqdas^(aba) gave the following instruction to all Jama'ats concerning Lost Bai'ats:

“[...] Huzur^(aba) 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 -e- Aqdas^(aba) directly guided the National Department on how to restore Lost Bai'ats:

“We should visit these 'Lost Bai'ats' and invite them back to the Jama'at. 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 Jama'at and takes Bai'at, they should not be lost. If you still believe, then come and be part of the mainstream [of the Jama'at]. 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 Jama'at:

- a. **CONTACT DETAILS:** Contact all relevant persons in your local Jama'at 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. **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 Jama'at, please proceed to care for them and complete any of the 18 Key Duties which are outstanding (see Section 3. Above);
- c. **(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 Jama'at. 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.;
- d. **IF YOU CANNOT CONTACT THE NEW AHMADI,** please inform the new Ahmadi Dept.

14. NEW AHMADI MUSLIM LEARNING & DEVELOPMENT PLAN

The purpose of the New Ahmadi Learning & Development Plan is to help New Ahmadi Muslims learn and follow the true beautiful teachings of Islam Ahmadiyyat, over a three-year period from the date of their Bai'at. This Form includes 9 key Learning & Development Milestones, which are based on the guidance and instructions of Huzur-e- Aqdas^(aba).

These plans should be completed throughout a three-year period as the new Ahmadi reaches the various milestones (or sooner, if they complete the milestones earlier). However, every Jama'at is requested to commence and initiate a Learning & Development Plan for each of their new Ahmadis **IMMEDIATELY**. Please then kindly send a copy of the newly commenced plan to the National Department for New Ahmadi Tarbiyyat & Waqf -e- Jadid, as soon as a New Bai'at (Initiation) is reported to your Jama'at by the National Dept.

The National Dept. will store the copy in their office. Please then send the National Dept. an updated copy of each plan, each time a new milestone is reached. **Once all milestones have been completed please ensure it is signed by all of yourselves: President, Missionary and Secretary, as well as the new Ahmadi.** Please then send the final copy of the forms by email, and store the master copy locally in the mosque in the missionary's office. A copy of the New Ahmadi Muslim Learning & Development Plan is available on our website at: [New Ahmadi Muslim Learning & Development Plan](#). Please find a copy of the Learning & Development Plan in Appendix 1.

15. MONTHLY REPORTS: VIA NATIONAL REPORTING AND COMMUNICATION SYSTEM (NRCS)

You are required to submit a monthly report to your Local General Secretary, as part of the National Reporting and Communication System (NRCS). This report is designed to ensure all Local Secretaries

are fulfilling the Key Duties of Local New Ahmadi Secretaries. Reports must be submitted every month online via: [National Reporting & Communication System \(AMA UK\)](#). Please see below the NRCS Questions for Local New Ahmadi Secretaries:

	NRCS QUESTIONS	Answer
1.	How many New Ahmadi s are there in your local Jama'at? (Including those who are not in contact)	
2.	Please provide the total number [0-30]	
3.	How many weekly New Ahmadi religious Tarbiyyat (Training) classes have you organised in your local Jama'at this month?	
4.	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?	
5.	How many New Ahmadi's in your Jama'at are you NOT in contact with? (with whom you have not had any contact by phone or in person for a period of 1 month or more)	
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)	

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 Jama'at 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^(aba) 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 Jama'at, 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 Jama'at 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 Jama'at Ahmadiyya was established for the purpose of Tabligh (preaching), each local Jama'at 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 Jama'at 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 Jama'at provide a letter verifying the Bai'at and activities of a New Ahmadi?** The Jama'at 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 (Umure'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 Jama'at (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 Jama'at events/meetings?** Not all new Ahmadis can eat spicy food. It is important to have a non-spicy option available. If we do not 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). **For Other Questions: Please contact us using the details below (in the footnote of each page)**

APPENDIX 1: NEW AHMADI MUSLIM LEARNING & DEVELOPMENT PLAN

The Tasks to be completed for each New Ahmadi in your Jama'at are as follows:

Learning & Development Milestones	Milestone Reached [Y/N]	Date Milestone Reached	Additional Comments
Are you attending on a weekly basis, the religious training classes which are being run in your local Jama'at for the Tarbiyyat/ Training of New Ahmadi Muslims?			
Module 1: If you converted from a religion other than Islam, have you completed training Module 1 on the 'Basic Teachings of Islam'?			
Module 2: If you converted from a religion other than Islam, have you completed Training Module 2 to learn the Islamic Daily Prayer (Salat)? (i.e. the Arabic wording and its translation)			
Module 3: Have you completed Training Module 3 to learn the recitation and meaning (i.e. translation & commentary) of the Holy Quran?			
Module 4: Have you completed Training Module 4 to memorise Chapters of the Holy Quran, including the last 10 Surahs?			
Module 5: Have you completed Training Module 5 on the aims, objects & system of the Jama'at (Ahmadiyya Muslim Community)?			
Module 6: Have you completed Training Module 6 on your obligations & responsibilities as a New Ahmadi Muslim?			
Module 7: Have you completed Training Module 7 on the central teachings of Islam Ahmadiyyat? (e.g. concerning the Death of Isa(as), Khatam-e-Nabuwat, the truthfulness of the Promised Messiah(as), etc.)			
Module 8: Have you completed Training Module 8 on the Aims & Objects of Financial Sacrifice, including the Waqf-e-Jadid ("New Dedication") Scheme?			