

Refresher Course for Nau Mubai'at Secretaries (Oct 2025 – Sep 2026)

This comprehensive guide provides Lajna Organization Secretaries with a structured approach to supporting new converts throughout the year. The plan includes monthly themes, event coordination, and practical checklists to ensure seamless integration of new members into the Jama'at. Use this handbook to track progress, provide meaningful support, and create a nurturing environment for those embracing Islam through Ahmadiyyat.

1. The Role of Nau Mubai'at Secretaries

"Pure-hearted people are slowly and gradually entering the fold of Ahmadiyyat."

— Friday Sermon, April 20th, 2018

By the Grace of Allah, the Department of Lajna Ima'illah is privileged to welcome our New Ahmadi Sisters into the blessed community. This refresher course is designed to help you effectively fulfill your role as Secretary of Nau Mubai'at, covering essential technical aspects and specific responsibilities.

Core Responsibilities

As per the Lajna Ima'illah Constitution, Nau Mubai'at Secretaries should maintain contact with new converts who took Bai'at in the last 3 years and keep a record of their particulars. It is important to note that individuals who took Bai'at 20-25 years ago are not considered Nau Mubai'at for this purpose.

SECRETARY TARBIYAT NAU MUBAI'AT (NEW COVERTS):

59. It is the responsibility of Secretary Tarbiyat Nau Mubai'at:-
- a) That the details of all Lajna and Nasirat Nau Mubai'at are recorded fully.
 - b) To provide education and moral development of the Nau Mubai'at according to their ability.
 - c) To include the Nau Mubai'at in financial sacrifice

In the latest edition of Guidelines (2025) for office bearers of Lajna Ima'illah Worldwide, forwarded from the Lajna Section Markaziya, some matters have been further elaborated and explained for a better understanding of the rules by office bearers so that they may discharge their responsibilities to the best of their ability. The instructions for Nau Mubai'at secretaries are:

1. A new convert is identified as a Nau Mubai'ah for a period of **three years** from the date of her Bai'at. During this time, the Secretary of Nau Mubai'at shall assist the Nau Mubai'ah in becoming an active member.
2. A **syllabus and Ijtema syllabus should be compiled for the Nau Mubai'at (Lajna and Nasirat) with the assistance of the Secretary Taleem and Secretary Nasirat.** The Secretary Nau Mubai'at is also responsible for keeping records of the Nau Mubai'at Lajna, along with their details.
3. The Secretary Nau Mubai'at **shall be responsible for the Tarbiyat of Nau Mubai'at**, working with sincerity and love, maintaining regular contact with them, and helping them resolve their difficulties.
4. The Secretary Nau Mubai'at **should convey the importance of Jama'at Chandas** and encourage the Nau Mubai'at to participate in Jama'at Chandas and financial sacrifice.
5. **Tarbiyati classes should be arranged** for the Nau Mubai'at in order to help them understand the Nizame Jama'at and enable them to become active members of Lajna.
6. **Nasirat Nau Mubai'at should be introduced to the Secretary Nasirat.**
7. **Chanda-paying Nau Mubai'at will be eligible** to take part in elections according to the Constitution of Lajna Ima'illah.
8. In their reports, the Secretary Nau Mubai'at **should provide details of Nau Mubai'at activities** according to the format provided by the Markaz.
9. The Secretary Nau Mubai'at **should arrange** for the learning of the Holy Qur'an and help Nau Mubai'at become familiar with Islamic teachings, principles, and the Nizame Jama'at.

Following the recent Mulaqat with Syedna Hazrat Khalifatul-Masih V (may Allah be his Helper!) on October 18th, 2025, he provided further guidance that we will implement gradually at National and local levels. Huzoor (may Allah be his Helper!) emphasized that we should work gradually with the Nau Mubai'at and follow their capacity and their religious background.

2. Being a Role Model

Modesty

Before commencing your role as a Nau Mubai'at secretary, it is paramount that you practice the **highest standards of modesty**. Please make sure you follow modesty guidelines as explained by Huzoor (aba) and implement them in your daily lives, as you will be a role model to your Nau Mubai'at in terms of modesty.

It is important to gradually explain these standards according to the level of understanding, motivation, and readiness of the Nau Mubai'a.

Bad Customs (Rusūmāt)

Another issue that a secretary needs to pay attention to is participation in bad customs. Please review the following infographic and implement these guidelines as per the instructions of Huzoor (aba).



Pardah Guidelines

وَقُلْ لِّلْمُؤْمِنَاتِ يَغْضُضْنَ مِنْ أَبْصَارِهِنَّ وَيَحْفَظْنَ فُرُوجَهُنَّ
وَلَا يُبْدِينَ زِينَتَهُنَّ إِلَّا مَا ظَهَرَ مِنْهَا وَلْيَضْرِبْنَ بِخُمُرِهِنَّ
عَلَى جُيُوبِهِنَّ

And say to the believing women that they restrain their eyes and guard their private parts, and that they disclose not their natural and artificial beauty except that which is apparent thereof, and that they draw their head-coverings over their bosoms (24:32)

يَا أَيُّهَا النَّبِيُّ قُلْ لِّأَزْوَاجِكَ وَبَنَاتِكَ وَنِسَاءِ الْمُؤْمِنِينَ يُدْنِينَ
عَلَيْهِنَّ مِنْ جَلَابِيبِهِنَّ ۖ ذَٰلِكَ أَدْنَىٰ أَنْ يُعْرَفْنَ فَلَا يُؤْذَيْنَ ۖ وَكَانَ
اللَّهُ غَفُورًا رَّحِيمًا

O Prophet! tell thy wives and thy daughters, and the women of the believers, that they should draw close to them portions of their loose outer coverings. That is more likely that they may thus be distinguished and not molested. And Allah is Most Forgiving, Merciful (33:60)

Haya (Modesty) is a part of faith
– Bukhari

As Per Instructions of Huzoor Anwar^(aba)

"Similarly, Ahmadi women and girls should always remember that, in the name of fashion or following the latest trends, they should not sacrifice their modesty. Some Lajna members say they have covered part of their heads and consider that enough. Similarly, some ladies wear overcoats in the name of observing pardah [the veil] but with sleeves rolled all the way up their arms. Yet, Allah the Almighty has already stated that the hijab requires a woman to fully cover her hair in public and to wear loose fitting garments and ensure that her collar and chest area is not exposed. So, Ahmadi women should pay careful attention to protecting their modesty and chastity. Failing to do so is to violate the commands of Allah and those limits established by Islam for the sake of protecting the dignity and virtue of Muslim women."

Address at Lajna Ima'illah UK National Ijtima' 2021

Our hair should be completely covered, both at the front and back

Sides of the cheeks should be covered so no hair shows

If the outer garment has buttons or a zipper, they need to close all the way down

The outer garment must fall below the knees

Our chin should be covered at a minimum and a niqab worn if we are wearing embellished make-up

A Jilbab can be a burqah, coat, shador, etc as long as it is an outer garment

The outer garment should be loose fitting, simple, not unnecessarily embroidered

Watch this video for more details

<https://youtu.be/N2nz7QsqBF8?feature=shared>





Do's & Dont's

FOR ORGANIZING A MEHNDI EVENT

As advised by Khilafat, Islamic Wedding Events should reflect

simplicity & modesty

Avoid excessive and lavish spending and uphold the sanctity of this blessed occasion by focusing on prayers and observing proper pardah. Golden rule: If the Holy Prophet (sas) didn't do it, neither should we!

click here! ← FOR THE DETAILED BOOKLET

USE THIS CHECKLIST

- | | |
|--|---|
| ✓ Arrange a small party for women only that can be held at home for the bride - there is no mehndi for the groom | ✗ There should not be excessive spending (ex. Lavish dinners, mehndi invitation cards, multiple dholak programs, stage decorations, etc.) |
| ✓ Invite the bride's friends to the mehndi | |
| ✓ The female family members of the groom can hold a women's only function, such as a Dholak - the groom or other male family members should not attend | ✗ Men should not attend the mehndi function OR the Dholak function |
| ✓ Songs should be sung or music played containing decent language and prayers | ✗ Songs that are vulgar or contain words that go against the unity of God should not be played or sung |
| | ✗ The music and singing should not be so loud that it can be heard outside the house |
| ✓ Play a drum while singing | ✗ Dancing is not permitted, even amongst women |



LAJNA IMA'ILLAH CANADA

Do's & Dont's

FOR A WEDDING/WALIMA EVENT

As advised by Khilafat, Islamic Wedding Events should reflect **simplicity & modesty**. Avoid excessive & lavish spending & uphold the sanctity of this blessed occasion by focusing on prayers & observing proper pardah. Golden rule: If the Holy Prophet (sas) didn't do it, neither should we!



Focus on prayers and Zikre Ilahi (i.e. Remembrance of Allah)



Refrain from showing off, such as by displaying the bride's gifts and dowry (burri & jahez)



Create a budget and stick to it! Avoid going into debt when paying for the wedding



Avoid unnecessary spending such as extravagant decorations, lavish clothing, expensive halls, fireworks, rose petals, lavish buffet, giving clothes to the bride's in-laws



Make a financial contribution to Maryam Shaadi Fund



Include on the wedding card: guest arrival, program start time, and Family Photo session time



Do not write "No boxed gifts" on the wedding invitation or have a wedding registry



Remember to invite Lajna who may not have any family or who are not well off



The bride should observe proper pardah once she leaves her home or salon to come to the hall



Men should not walk the bride into the ladies hall, including the groom, father, brothers, etc



Female family members can sing the couplets from the Nazam "Mahmood ki Ameen" as the bride enters the ladies hall



No music should be played during the wedding



DJ should not be hired



Have a simple agenda that includes tilawat, nazam and dua; there's no need to have speeches



Avoid unIslamic customs & traditions, such as:

- bridal showers, bachelorette parties
- hiding the groom's shoes
- putting a garland around his neck
- presenting milk to him
- cake cutting
- bridesmaids & flower girls



During the Walima, there is only dua and nothing else in the program



Do hire a female photographer/videographer for the ladies side



Do not have male photo/videographers/waiters on the ladies side



Female photographer on the ladies side should be mindful of asking guests first before taking their picture



Guests should avoid taking pictures/making videos with cell phones as it compromises the Pardah of other guests

click here!



FOR THE DETAILED BOOKLET

3. Cultivating Connection: Mentorship and Support

Your initial task as a Nau Mubai'at secretary is to cultivate **a sense of love and friendship** with your respective Nau Mubai'a. This connection flourishes when you express **genuine interest**, learning about their life, hobbies, and aspirations to connect on a personal level first.

You Are Their Mentor

Most Nau Mubai'at have accepted Islam Ahmadiyyat without family support, often facing shunning from loved ones. The changes in their dress, values, and customs can lead to hardships. Your role is to build a relationship of love, affection, and support that provides them strength during opposition.

 It is crucial to refrain from passing judgments or holding expectations that she will immediately adopt all Jama'at practices. Recognize the challenges they face and support them with an open heart.

What Is A Mentor?

As a Nau Mubai'at secretary, you are not just a guide but **a source of support**, wisdom, and empathy. As you hold a deep understanding of the Jama'at's religious beliefs, you can offer guidance as the Nau Mubai'ah navigates her faith journey. Your presence should be supportive and empathetic, creating a safe space for questions and advice. You are a **confidante**, a **companion** in the exploration of faith, and an invaluable asset to their spiritual development.

As a Mentor, What Are the Best Practices?

1. Initiate discussions to understand their spiritual needs and potential challenges (e.g., prayer, Qur'an reading, etiquette).
2. Organize informal gatherings, home visits (especially during Ramadan and Eid), and extend invitations for them to visit your homes.
3. Show compassion as they take small steps towards adopting Islamic customs. Gifts are not mandatory, but small thoughtful items can enhance connection.

How to Bond with Hesitant Nau Mubai'at?

It is normal for Nau Mubai'at to be shy or hesitant. Here are ten best practices to foster connection:

1

Personal Welcome

Start with a warm, individualized greeting. Use their name and ask about their work, studies, or hobbies to show genuine interest.

2

Buddy System

Assign **a well-integrated member(s)** to support and guide newcomers, especially if you are busy. The buddy can invite them to events or answer questions.

3

Empathetic Listening

Listen to concerns without judgment. Reassure them that they are in a welcoming space. Ask open-ended questions like, "How are you finding things so far?"

4

Regular Check-Ins (weekly if possible)

Schedule follow-up calls and messages for support and feedback, but balance this with respect for their privacy to avoid overwhelming them. Honor their wishes if they prefer space.

5

Small-Group Events

Plan intimate gatherings (picnics, walks, coffee chats, playdates) tailored to their preferences. This fosters comfortable socializing.

6

Shared Interests

Introduce them to others based on mutual hobbies or goals, helping them find connections within the community.

7

Inspire with Success

Share stories of other members who successfully integrated, showing them that shyness is normal and integration is possible.

8

Comfortable Participation

Encourage involvement at their pace, with low-pressure options (in-person or online). Emphasize that "even just listening in is perfectly fine!"

9

Recognize Contributions

Express appreciation for any effort, no matter how small. A simple "Thank you for joining our meet-up!" can make them feel valued.

10

Resource Sharing

Provide guidance materials to explain norms and support systems. Share syllabus items, Huzoor's quotes, or relevant YouTube links.

4. Key Principles for Nau Mubai'at Secretaries

Your dedication and approach are fundamental to the success of the Nau Mubai'at plans. Embrace these principles to excel in your duties and foster a welcoming environment.

1

Divine Guidance

Always seek God's blessings. Make it a habit to pray frequently and recite Astaghfar (seeking forgiveness). Regularly write to Huzoor Anwar (aba) for guidance and prayers.

2

Lead by Example

Practice what you preach. Be the first to implement what you expect from others and serve as an exemplary role model. This includes punctual prayers, Tahajjud, Tilawat with translation, regular Friday Sermon listening, and daily MTA viewing.

3

Cultivate Qualities

Inculcate patience, love, kindness, active listening, and a positive attitude within yourself. These qualities are crucial for effective interaction and support.

4

Dedicated Record Keeping

Maintain a dedicated notebook to meticulously record everything related to your responsibilities. This will significantly aid in filling out your monthly and quarterly reports accurately.

5

Remember the Pledge

Recall your pledge and strive with every effort to fulfill this sacred commitment. May Allah enable us to do so. Amin.

6

Embrace the Objective

The Nau Mubai'at department's sole purpose is to ease the transition of new converts into Ahmadiyyat and familiarize them with the Jamā'at system. You are their entry door; be mindful to represent a welcoming and loving transition.

7

Be Understanding

When training Nau Mubai'at, remember they are new converts from diverse faiths and cultural backgrounds. Be kind and understand they are still in transition. Avoid being judgmental about their words or actions, as they are not yet fully familiar with Jamā'at traditions and systems.

8

Speak Their Language

Always speak English in the presence of Nau Mubai'at. If a Nau Mubai'at speaks another language, seek out a Jama'at or regional member who speaks that language to connect them. The Google Translate app is also a helpful tool. For further assistance, contact the National Department of Tarbiyat-e-Nau-Mubai'at. All Jama'at programs must be conducted in English.

5. Training the Nau Mubai'a: Tarbiyat and Talim Syllabus

To facilitate their spiritual growth and integration, our department has developed a progressive syllabus tailored to different stages of their journey. It is paramount for secretaries **to assess each Nau Mubai'a's** current understanding and spiritual needs, aligning their teaching approach with the appropriate syllabus level.

The syllabus is attached to this package. We are also working on creating a Google Classroom with all the resources of the syllabus to enable easy tracking of the Nau Mubai'at progress.

Level 1: Beginner's Foundation (6 Months - 1 Year)

This introductory phase is meticulously designed for new converts transitioning from diverse backgrounds. Recognizing that these individuals begin with a clean slate, the focus is on comfortable progression and mastering fundamental Islamic principles. Key areas of learning include:

- **Salat:** Comprehensive instruction on performing prayers with correct Arabic pronunciation and understanding their meaning.
- **Essential Duas:** Learning and internalizing crucial daily prayers for spiritual connection.
- **Arabic Alphabet:** Utilizing the Yassarnal Quran booklet to learn basic Arabic letters.
- **Islamic Etiquette:** Understanding fundamental Islamic traditions regarding respect, politeness, table manners, dress, and modesty.
- **Foundational Readings:** Engaging with essential books such as "Philosophy of the Teachings of Islam," "Way of the Seekers," and "An Elementary Study of Islam."

Upon successful assimilation of these basics, Nau Mubai'at can gracefully transition to the Intermediate Level.

Level 2: Intermediate Advancement (After 1 Year)

At this stage, the curriculum deepens, building upon the foundational knowledge. The focus expands to:

- **Holy Qur'an:** Reading the Holy Qur'an with translation, fostering a deeper understanding of the divine word.
- **Quranic Commentary:** Studying the explanation of Qur'anic verses using Tafsir-e-Saghir with short English explanation.
- **Advanced Duas:** Learning additional prayers and supplications.
- **In-depth Readings:** Delving into more advanced texts like "Blessings of Prayer," "Noah's Ark," "Ten Proofs for the Existence of God," "Remembrance of Allah," and "Signs of a Living God."

Upon successful assimilation of these concepts, Nau Mubai'at can gracefully transition to the Lajna Level.

Level 3: Lajna Syllabus

Nau Mubai'at who are already well-versed in Islamic teachings or are native Arabic speakers can actively participate in local Tarbiyat and Taleem classes. Facilitate their involvement by providing supplementary reading materials, such as translated poems or speeches of Huzoor. Additionally, invite and empower advanced Nau Mubai'at sisters to share their personal narratives of embracing Ahmadiyyat, fostering a supportive and inspiring environment for others.

Key Resources for Learning and Education

To support both secretaries and Nau Mubai'at in this learning journey, a wealth of resources is available. These platforms offer continuous spiritual nourishment, educational content, and current events from the Ahmadiyya Muslim Community:

- **This Week with Huzoor (aba):** Weekly updates provided by MTA News, vital for staying connected with the Khalifa's guidance.
- **AlFazl & Al Hakam:** Download these essential news apps to your cellphone or tablet for regular updates and articles.
- **The Review of Religions:** Access insightful content via their website, hard copy publications, and YouTube channel.
- **Quotes and Q&A with Hazrat Khalifatul Masih IV (ra):** Includes detailed answers to various questions.
- **Voice of Khilafat YouTube Channel:** Subscribe for a comprehensive collection of speeches and sermons.
- **Alislam.org – Ask Islam:** A valuable online resource for addressing various questions about Islam.
- **Islamic FAQs:** Quick answers to frequently asked questions about Islamic beliefs and practices.
- **Question & Answer Sessions with Hazrat Khalifatul Masih IV (rh):** In-depth discussions on a wide range of topics, providing profound spiritual insights.

6. Main Nau Mubai'at Events

At the national level, we'll be organizing two main events: the National Ijtima for Nau Mubai'at and the Online Book Club. In addition to these events, we will issue a Ramdan Tracker Challenge. We need your help to bring these to life locally. Reach out to your Nau Mubai'at and encourage them to get involved.

At the local level, you need to meet your Nau Muba'iat at least once a month. You can meet inside or outside the masjid or Ahmadiyyat Center **for learning purposes or informally** to form a social bond wit her. The teaching and learning of the Nau Mubai'at can happen online or in person during according tot he Nau Muba'iah comfort. Teaching and Learning needs to be scaled according to the capacity and the religious background of the Nau Mubai'ah.

Remember, your Sadr Sahiba is always here to provide guidance and support as you plan these meaningful activities. Your commitment to bringing the Nau Mubai'at community together will make a real difference in your region.

Check out the event calendar below to see what's coming up:

Event/Date	Details
The Nau Mubai'at National Ijtima Day (tentative date 12 April 2026)	Organized by the National Secretary with help from local GTA Secretaries - happening alongside the National Ijtima for Nau Mubai'in.
Online Book Club	- Our new Online Book Club is starting in November 2025. - Local Secretaries lead at least one session. - Nau Mubai'at can take part in leading sessions as well. Join us: Bi weekly, Mondays, 8:00-9:00 PM ET https://meet.google.com/zsf-kgch-ttd Or call: +1 226-315-8947 PIN: 875 398 542# Find the reading schedule here.
Nau Mubai'at Ramadan Challenge Tue, Feb 17, 2026 – Thu, Mar 19, 2026	During the blessed month of Ramadan, the National Department of Nau Mubai'at will provide an inspiring Ramadan Challenge Tracker. This tracker is designed to encourage every Nau Mubai'ah to embrace and complete as many spiritual practices of Ramadan as possible. Your vital support as a local secretary will empower them to engage fully, track their progress, and share their achievements with the National Department.

Nau Mubai'at Ramadan Challenge

"The month of Ramadan is the one in which the Qur'an was revealed as guidance for mankind... So whoever among you witnesses this month, let him fast..."

— Holy Qur'an, 2:186



Ramadan begins February 17, 2026. This sacred month requires special accommodation for new converts who may be fasting for the first time. While fasting is obligatory for most Muslims, emphasize that there are legitimate exemptions, and no one should feel pressured beyond their capacity. The focus should be on spiritual growth and community connection rather than perfect observance. Use this one-page guide to provide essential support.

Important: Suspend regular Taaleem classes during Ramadan and replace them with lighter support systems that respect energy levels during fasting.

Pre-Ramadan Preparation (Early February)

- Host a local **"Ramadan 101" workshop** covering fasting basics, exemptions, and spiritual benefits.
- Distribute the **Nau Mubai'at Ramadan Challenge and track progress.**
- Identify those who may be exempt (medical conditions, pregnancy, etc.) and provide alternative spiritual practices.

Ideas to Support Nau Mubai'at During Ramadan

- Pair your Nau Mubai'ah (according to circumstances) with an Iftar host family.
- Coordinate transportation to Isha and Taraweeh prayers when possible.
- Arrange childcare sharing to enable mosque attendance.
- Replace formal classes with brief check-ins and practical assistance.
- Share daily reflection prompts via WhatsApp or a preferred communication channel.

Post-Ramadan Follow-up

- Celebrate Eid together with special recognition for first-time fasters.
- Conduct a reflection circle to process the experience.
- Help establish "keep-the-bar-high" habits (like Monday/Thursday Sunnah fasts).
- Re-establish regular Taaleem and Tarbiyat classes attendance with renewed spiritual energy.

7. Annual Calendar with Monthly Themes

This carefully structured year plan aligns Jama'at events with targeted learning objectives for new converts. Each month builds upon previous knowledge while providing practical support throughout the Lajna year. Secretaries should use this calendar to anticipate needs and coordinate resources accordingly.

1	October/November 2025: "Welcome & Orientation" Key Events: Start of New Lajna Year, Islamic Heritage Month with National Tabligh Day (Oct 26), National QUEST Conference Standing: Bi-Weekly Online Book Club – Link the book to the monthly theme. New-Convert Focus: • Personal welcome calls/meetings, resource kits (Nau Mubai'at Syllabus • Run a “How to Pray” practical session- set up “prayer buddy” pair. • Introduction to Jama'at structure, set up classes meeting times/dates).
2	December 2025: "Salat & Qur'an Reading Foundations" Key Events: Jalsa Seeratun Nabīsa, Jalsa Sālāna Qādiān, Nasirat Field Trip Standing: Bi-Weekly Online Book Club – Link the book to the monthly theme. New-Convert Focus: • Islamic etiquette (adab). • Syllabus according to level.
3	January 2026: "Community & Belonging" Key Events: Jalsa Khilāfat Day, God Summit Standing: Bi-Weekly Online Book Club – invite a recent convert to open with a reflection (2 min). New-Convert Focus: • Community mapping • Understanding roles • Finding comfortable ways to participate.
4	February 2026: "Ramadan Ready: Mercy, Discipline, Community" Key Events: Ramadan begins February 17 (most regular events suspended) Standing: Bi-Weekly Online Book Club Paused- Remind the Nau Mubai'at Ramadan Challenge. New-Convert Focus: • Nau Mubai'at Ramadan Challenge • Worship support (reflection journals, spiritual practices) • Discussion of Sadaqah (charity) opportunities (Tahrik Jadid, Waqf Jadid).
5	March 2026: "Eid & Re-anchoring the Routine" Key Events: Eid ul Fitr March 20th, 2026 Standing: Bi-weekly Book Club – “Post-Ramadan habits” discussion. New-Convert Focus: • Salat ul Eid in the Masjid (arranging rides) • Post-Ramadan practices (sunnah fasts, daily Qur'an habit).
6	April 2026: "The Promised Messiah & Khilafat" Key Events: Nau Mubai'at National Ijtima. Standing: Bi-Weekly Online Book Club New-Convert Focus: • Participate in the National Ijtima.
7	May 2026: "Service & Charity (Khidmat-e-Khalq)" Key Events: Jalsa Khilafat Day Standing: Bi-Weekly Online Book Club New-Convert Focus: • introduction to the Promised Messiah (as) & Khilafat • Explain Khilafat concepts based on Huzoor (aa) explanation (videos, Friday sermons), Promised Messiah's books.
8	June 2026: "Seerat & History" Key Events: Jalsa Khilafat Day Standing: Bi-Weekly Online Book Club. New-Convert Focus: • Life of the Holy Prophet (sa), • Curated Seerah passages (Book Club paused in the summer months).
9	July/August 2026: "Integration & Confidence" Key Events: Regional/National Ijtima'at, Jalsa Salana Online Book Club Paused in July and August. New-Convert Focus: • Participation in Jama'at events, developing confidence.
10	September 2026: "Reflection & Forward Planning" Key Events: Connecting after the summer break. New-Convert Focus: • Progress review, goal-setting for next year, celebration of achievements.

8. Monthly Planning

- ✓ **Pro Tip:** Create a comfortable environment by arranging seating in a circle rather than classroom style. Ensure everyone can see each other, and consider using soft lighting and simple decorations to create a special atmosphere.

Use this planning template to prepare materials and coordinate with other secretaries at least two weeks before each month's focus area. This proactive approach ensures smooth transitions between themes and prevents last-minute scrambling.

First day of the month

Prepare main educational materials

Coordinate your class with the Tarbiyat and Talim Class if possible.

Resources Needed: Handouts, books, digital resources

Seek help from: Talim Secretary & General Secretary

Mid-month

Check in with the Nau Mubai'ah; address challenges

Resources Needed: Progress tracker

Seek help from: Support Circle from Jamaat (like-minded ladies)

1

2

1st week of the month

Send a welcome message with the month's theme and schedule of class to the Nau Mubai'ah

Resources Needed: Digital message template (prepare it to use each month)

Seek help from: National Nau Mubai'at Secretary

3

4

Last week of the month

Evaluate participation and prepare for the transition to the new month's theme

Resources Needed: Attendance records

Seek help from: National Nau Mubai'at Secretary

9. Customize your Support to Your Nau Mubai'ah

Every convert's journey is unique, and progress occurs at different rates across different dimensions. Success should be celebrated in its various forms, from the first complete prayer to the first time volunteering at an event. Consider these principles when customizing your plans with the Nau Mubai'ah:

- **Meet converts where they are** — Adjust expectations based on prior knowledge, cultural background, and personal circumstances.
- **Respect privacy and autonomy** — Support without pressure; allow space for personal spiritual journeys.
- **Balance challenge and support** — Encourage growth while providing adequate scaffolding.
- **Celebrate progress meaningfully** — Recognize achievements in ways that resonate with the individual.
- **Coordinate across secretaries** — Ensure consistent messaging and avoid overwhelming new members.

To effectively support the Nau Mubai'at, secretaries should coordinate with the Talim department, if possible, to hold your meetings with the Nau Mubai'at at the same time. This is an occasion to meet other Jama'at members. If not possible, you can meet outside the Masjid, at other times/locations. Ensure consistent messaging and avoid scheduling conflicts. The calendar is designed to be flexible while maintaining a structured progression of learning and integration.

Effective Tracking

Effective tracking is about noticing patterns, celebrating progress, and identifying needs early. Review your notes monthly to spot trends that might require adjustments to your approach. For instance, if several converts are struggling with the same concept, consider organizing a focused workshop rather than addressing it individually.

Use this checklist as your monthly framework for consistent support. Check off each item as it's completed for each new convert in your Jama'at. This systematic approach ensures no one falls through the cracks and helps build trust through reliability.

Welcome & check-in with each convert (message/phone/visit)

At least **one** wellness check biweekly.

Ensure attendance to **one** Talim or Tarbiyat class or informal meet up

Invite to **one** social/Tabligh/community event

Note any specific needs/challenges and address appropriately

Coordinate with relevant secretaries for upcoming needs

Friday Sermon Discussion

Online Book Club



Best Practices for Tracking

Protect Privacy: All records should be kept confidential and secure. Use initials or codes in shared documents rather than full names.

Remember: Your records are tools for compassionate support, not judgment. The goal is to ensure each new convert receives personalized care and timely guidance.

When maintaining records for new converts, balance thoroughness with sensitivity. Some guidelines to follow:

- Store all records in password-protected digital files or locked physical storage.
- Never share individual progress details in group settings without explicit permission.
- Focus on recording achievements rather than deficiencies.
- Update records promptly after each interaction.
- Review records before each planned interaction to ensure continuity.
- Establish a consistent filing system that makes quarterly reporting easier.

11. Reports

Reports Submission

Please meet your deadlines. Your **complete report** is due by the last day of the month. Your **verified report** is due by the 7th of the following month. Always double-check your report after your president verifies it. This helps resolve issues and prevents us from needing to contact you for missing or incorrect information.

Attached to this refresher course is the Reporting Tutorial. It includes step-by-step screenshots highlighting the key information you need to fill out and how you can report your efforts to help the Nau Mubai'at. Marking

Reports Marking

To ensure fair and comprehensive evaluation of the secretaries' efforts, the following guidelines will be applied when marking quarterly reports. Our primary focus is **on recognizing diligent effort** and providing necessary support, rather than solely measuring performance outcomes.



General Information

2 Points

Assessment of the accuracy and completeness of all general information submitted in the report.



Report Completeness

2 Points

Evaluation of whether the report is fully completed, with all required sections addressed.



Efforts in Syllabus Teaching

2 Points

Measures the proactive efforts made to teach the syllabus and facilitate the spiritual education (tarbiyat and talim) of the Nau Muba'at.



Efforts for Attendance

2 Points

Assesses the dedication shown in encouraging and tracking attendance for various activities and gatherings.



Efforts in Social Integration

2 Points

Evaluates the initiatives taken to foster social integration and community engagement among the Nau Muba'at.

The **total marks for each report are 10 points**. We understand that unforeseen circumstances may arise, preventing certain activities from being completed. However, **missing information will result in an automatic deduction of marks**, particularly concerning the tarbiyat and talim of the Nau Muba'at.

i If you were unable to work with any Nau Muba'at for a period, or if certain activities were not undertaken, it is crucial to provide a **detailed explanation** in your report. Failure to provide an adequate explanation for a lack of activities will lead to mark deductions.

Conversely, if activities were missed but demonstrable effort was made, **no marks will be deducted**. We emphasize that **your effort, not just the outcome, is what is being assessed**. Your detailed comments help us understand the challenges you faced and allow us to provide targeted support.

12. Contact Information

For all matters related to Nau Muba'at Tarbiyat, please reach out to the National Secretary:

- **Name:** Sarah Cherki El Idrissi
- **Email:** naumubaiat@lajna.ca
-

It is imperative that you check your **@lajna email account regularly**, as all important information and updates will be communicated through this channel.

Important Communication Guidelines

For any formal communication or discussions requiring proper documentation, please utilize **email** or **Google Chat**. These platforms ensure that our conversations are recorded and easily retrievable for future reference.

While **WhatsApp** may be used for occasional, informal exchanges, please be aware that information shared on WhatsApp may be at a higher risk of deletion or unauthorized access. Therefore, it should not be relied upon for critical or sensitive matters that require a secure and traceable record.

Nau Mubai'at Secretaries Google Chat

The "Nau Mubai'at Secretaries" Google Chat group is a vital platform for daily communication, resource sharing, and peer support. Your active participation is highly encouraged.

Regularly check Google Chat, where essential information and reminders will be posted. The group also serves multiple purposes to support your role:

- **Resource Sharing:** Share beneficial articles, videos, or links related to Nau Mubai'at, or ask for help finding specific information.
- **Q&A:** Seek assistance for general questions related to Tarbiyat department tasks/events, or if you're having trouble finding information on a specific topic.

Google Chat Housekeeping Rules:

- Before asking for help, perform a "search" within the chat. Much beneficial material may have been posted previously.
- When posting new material, **always include a descriptive summary** of its content. Avoid posting videos or links without context, as this prevents them from appearing in searches.
- To respond to someone's post or add additional information, use the "Reply" function to ensure context is maintained.
- **Do not post specific questions about your own Majlis;** message the National Secretary directly instead.
- **Never post anyone's contact information** in the group due to strict privacy laws. If contact is requested, message the individual privately.
- Acknowledge messages from the National Secretary using a reaction (e.g., smiley face emoji). This confirms you've seen the message.

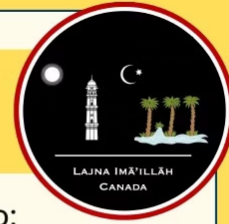
13. Important Guidelines for Secretaries

As a Nau Mubai'at Secretary, your role is pivotal in guiding new converts. This section outlines essential guidelines for managing your digital resources, leveraging communication platforms, and embodying the principles necessary for effective service.

LAJNA IT SUPPORT



EMAIL PASSWORD RESET



1. Lajna email password reset requests should be emailed to: gsuitesupport@lajna.ca
2. In your email, clearly state whether an email password reset or portal password reset is required.
3. Password reset email must be sent by local GS or Naib GS with CC to the local Sadr sahiba
4. Please do not send the request through multiple channels. (WhatsApp, Google Chat, Text Message, etc)
5. Any password reset request sent from a personal email address will not receive a temporary password.
6. Please include the email address that requires the password reset.
such as:
Majlis: ABC
Department: Tajnid
Email: abcdxyz@lajna.ca
7. When submitting requests for local departments, please send one request per email.



REPORTING PORTAL PASSWORD RESET

1. Password reset for the reporting portal is available as a **self-service option**.
2. Due to any technical issue if you need assistance to reset portal password please email:

reportingportalsupport@lajna.ca (NEW!)



ALL OTHER REPORTING PORTAL ISSUES

1. Please send us an email to: reportingportalsupport@lajna.ca
2. Include the department name in the subject line of the email (ex. Talim Report Issues).
3. Include a **detailed description of the problem**. Simply stating "not saving reports" provides insufficient information for us to troubleshoot the issue.



FOR ALL OTHER INQUIRIES

1. Please email: it@lajna.ca
2. If the problem requires immediate attention, send a text message to Lajna IT In-Charge at **306-715-4616** informing them to check their email.

May Allah accept our humble efforts. Amin!