

Role of Tarbiyat Secretary

1. Submit monthly report online. Familiarize yourself with every link on our website - [SpiritualFitness.us](https://spiritualfitness.us)
2. Attend the monthly Tarbiyat conference call on the first Thursday of every month. Dial 248-803-0590 at 9:25 pm EST. No pin or passcode needed.
3. Establish Tahir Academy in your Jamaat if you have more than 10 boys and girls under the age of 15. For details, visit: <https://spiritualfitness.us/tahir/>
4. Read and understand the responsibilities of Secretary Tarbiyat as laid out in the rules and regulations of Tehrik-e-Jadid (pasted below).
5. Actively support and implement the initiatives launched by the National Tarbiyat Department (Establish Salat centers etc.).

Annual Tarbiyat Calendar

January

Make a 15- minute presentation titled “Tarbiyat Department Initiatives” at you Monthly Jamaat meeting to introduce Tarbiyat initiatives to the members. It is available at <https://spiritualfitness.us/presentations/>

February

Lead or find a facilitator to lead the [Musleh Maud Day presentation](#) at your local or regional Musleh Maud day.

March

Lead or find a facilitator to lead the [Masih Maud Day Presentation](#) at your local or regional Masih Maud Day.

Must attend the in-person National Tarbiyat meeting at Bait ur Rehman, MD.

April

Disseminate and implement the Tarbiyat Subcommittee's recommendations of Majlis-e-Shura in your Jamaat.

May

Facilitate your local Tahir Academy to hold parent teacher meetings. Check this link out for details. <https://spiritualfitness.us/tahir/>

June

Disseminate Ramadan calendars to all Jamaat members. Help in organizing congregational prayers, recitation of the Holy Quran and Darsul Quran at the mosque. Resources available at <https://spiritualfitness.us/ramadan-resources/>

July

Organize a Spiritual Fitness Camp in your Jamaat. All details available at <https://spiritualfitness.us/2016/07/04/camp16/>

August

Must attend the in-person National Tarbiyat meeting on Saturday a.m. of Jalsa Salana.

September

Facilitate a smooth start to Tahir Academy's New Year.

October

Assess the implementation status of Tarbiyat Shura proposals in your Jamaat. On track?

November

Establish 3-9 Salat centers in your Jamaat. Details available here:

<https://spiritualfitness.us/2015/09/29/salatcenters/>

December

Establish 3-9 Salat centers in your Jamaat. Details available here:

<https://spiritualfitness.us/2015/09/29/salatcenters/>

Responsibilities of Tarbiyat Secretary

(Translated from Rules and Regulations of Tehrik -e Jadid)

324. He shall familiarize the members with the teachings of Islam and Ahmadiyyat.

325. He shall see that the members observe the basics of their faith viz. daily prayers, fasting during Ramadan, payment of Zakat, performance of Hajj. He shall also see that members regularly attend the Friday Prayer. He shall also see that members inculcate the habit of honest and fair dealings. He shall also strive to eradicate un-Islamic practices, if any, from the members of the Jama'at.

326. He shall look after the religious education and training of members. He may adopt the following means for this purpose: a) Arrange Dars of the following in local Jamā'ats: (1) The Holy Qur'an (2) The Hadith (3) Books written by Hadrat Masih Mau'ood (peace be upon him) and his Malfuzat.

b) Arrange lectures, seminars and Tarbiyati classes for moral and spiritual training of the children, the youth and the elders of the Jamā'at.

c) Motivate the members of the Jama'at that they regularly listen to the Friday Sermon delivered by Hadrat Khalifatul Masih and make necessary arrangements for this purpose.

d) Publish leaflets and pamphlets for this purpose.

e) Personally contact the less active members.

f) Give publicity to the moral teachings of Islam.

g) He shall continuously make assessment of the state of Tarbiyat of members of the Jamā'at with respect to the fundamentals of Islam and adopt appropriate measures for this purpose.

327. He shall see that Nau Muba'i'in (newly converted Ahmadis) receive proper Tarbiyat and they are informed of their obligations and responsibilities as Ahmadis

328-30. He shall be responsible for management of Jama'at's mosques. He shall motivate female members of the Jama'at to observe Purdah (Veil) and enlist the help of Lajna Imaillah and family heads for this purpose. He shall continuously remind the members to develop the habit of praying to Allah.

331. He shall educate the members of the Jamā'at about the importance of Nizām Khilafat and train the Jamā'at to always uphold the institution of Khilafat and always obey Hadrat Khalifatul Masih. *Updated July 2016.*