

Nasiratul Ahmadiyya Canada

Ijtima: Secretary Guidebook



Year 2024-25

WWW.NASIRAT.CA

“It is most important for the education of girls that they have a loud voice. Their voice should not be soft or hesitant. Their voice should have bravery, determination, and power.”

Hazrat Musleh Mau'ud (ra) Al Fazl January 14, 1927



Nasiratul Ahmadiyya Canada

IJTIMA COMPETITIONS

2024-2025

	LOCAL	REGIONAL	NATIONAL
Tilawat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hifz-e-Quran	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Salat/Namaz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English Speech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Urdu Speech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
French Speech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nazm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bait Ba'azi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONDUCTING YOUR LOCAL IJTIMA

A. Purpose & Organization of Local Ijtima

- Local Ijtima should be held on a separate day from Nasirat classes
- Explain the purpose of Ijtima to Nasirat, making it a special, organized event
- Ensure all Nasirat receive their *age-wise syllabus* well in advance to prepare properly
- Use extra time in Nasirat classes leading up to the event for competition preparation (no Ijtima competitions allowed to be held during regular classes)
- All competitions, *including Salat*, must be held on one day to maintain the spirit of Ijtima; Salat competitions cannot be held separately this year

B. Pre-Ijtima Preparation

- You'll receive your Ijtima package on Google Drive & Nasirat.ca by November 2024
 - Review all materials as soon as you receive them to prevent last-minute issues
 - Reach out to your local Sadr Sahiba for guidance, especially if it's your first time
 - National Nasirat Department is available for questions or concerns via Google Chat or Gmail
- Read the guidelines prior to the event, and again on the day of competitions to ensure everything runs smoothly and to avoid complications with results

C. Judges and Guidelines

- In your package, you will receive a “Judges Guidelines” file
 - There are important points judges must read and follow before making their judgements
 - It includes competition-specific marking criteria for each competition, this is brand new information and it is crucial for Judges to be 100% in the loop
- Organize and confirm your judges at least 1 month in advance
 - You’re required to have a meeting with all the judges prior to your Ijtima to review guidelines one-by-one, this can be done via Google Meet or Zoom

D. Event Timing and Venue

- Ijtima must be held in a Mosque or Namaz Centre (not homes)
- Set the date and venue by December 31, 2024 to avoid booking delays (as spaces fill up quickly)
- Lajna and Nasirat Ijtima will *not be held on the same day* during the prescribed time period
 - Timeline: January, February or April 2025
 - No local events will be held in March 2025 due to Ramadan

E. Mandatory Competitions

- Tilawat & Salat competitions are mandatory in order for Nasirat to participate in any other competitions
- Due to the feedback we’ve received, will be no Qaseeda or Presentation competitions this year

F. Teamwork and Support

- Seek assistance from your local or regional Sadr Sahiba as needed for preparation, including finding judges or creating the agenda
 - We are all a team! Do not hesitate to ask for help
- Request help from local Lajna members on the day of the Ijtima
 - Delegate tasks such as timekeeping, refreshments, or welcoming guests

G. Agenda and Time Management

- Plan an organized schedule for the day, including all competitions, activities, and breaks
- Keep the day engaging and fun for Nasirat - plan appropriate games or backup activities to avoid any idle time
- If there are awkward gaps in the schedule, include stretching exercises or light movements to keep Nasirat active and engaged
- Make sure the Ijtima is not too long or boring - keep Nasirat energized and enthusiastic

H. Cleanliness and Space Management

- It is your responsibility to ensure cleanliness and organization throughout the event
- Assign teams to monitor and clean areas throughout the day (prayer mats, washrooms, etc)
- Maintaining cleanliness reflects respect for the house of Allah and creates a welcoming environment for all attendees

INCORPORATING THE THEME

Local: **The Importance of Speaking the Truth**

The theme of an Ijtima serves as a focal point for learning, reflection, and practical application. It provides a structured way for Nasirat to engage with and internalize core Islamic values. By focusing on “***The Importance of Speaking the Truth***”, Nasirat are encouraged to explore, understand, and embody honesty in their daily lives. This theme reinforces the idea that truthfulness is essential for building trust, promoting justice, and developing personal integrity and moral strength. The discussions and activities during an Ijtima aim to nurture these qualities in each Nasirah.

- ***Draw from Core Teachings:*** Use a few key verses from the Holy Quran or Ahadith that emphasize honesty. This can provide a solid start to your Ijtima and reinforces the importance of truth in Islam
- ***Share Personal Stories:*** Don't hesitate to share personal (relative) anecdotes or invite Nasirat to share their own experiences where truthfulness played a crucial role. These stories make the session relatable and impactful
- ***Explore Your Resources:*** Utilize materials from alislam.org or books of the Promised Messiah (as) to find relevant teachings, brief stories, and examples that emphasize the theme. Include any relevant teachings from Friday Sermons or stories from the life of the Holy Prophet (sa)
- ***Interactive/Playful Ideas:*** Think about adding a brief pre-planned group activity (i.e. role-play) where Nasirat can express their thoughts on honesty and practice scenarios that highlight truthful behaviour

POST LOCAL IJTIMA

Please submit your full results with the marks, member codes, names and phone numbers, emails in [this file](#) under your region > majalis

Note: The summary page updates automatically as you enter results. Remember to add attendance, date, and location—the medal count will update automatically.

as		Date of Ijtima	Location of Ijtima	7-9 Attendance	10-12 Attendance	13-14 Attendance	Total Attendance
Majlis							
PLEASE DO NOT FILL THIS SHEET		YOU CANNOT FILL THIS SHEET YOURSELF					
SHEET WILL AUTOMATICALLY UPDAT		YOU ENTER YOUR RESULTS UNDER YOUR REGION'S TAB					
1	Alberta - Airdrie						0
2	Alberta - Edmonton East						0
3	Alberta - Edmonton West						0

This sheet is designed to help us track all information and plan efficiently for Regional and National Ijtimas. Please note, it is not an order sheet, as you will already have received your medals before your Local Ijtima. However, filling it out is still required. **It is humbly requested that you submit the results sheet no later than one week after your Ijtima date, ensuring we receive the necessary information in time for the regional Ijtima. Please avoid submitting the results a month later, as the sheets could go missing.**

JazakAllah!