

# تَعَلَّمْ كَيْفِيَّةَ إلقاءِ الْخُطْبَةِ

## LEARN HOW TO DELIVER A KHUTBAH

(A Friday sermon)

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى  
رَسُولِ اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ وَعَلَى آلِهِ  
وَصَحْبِهِ أَجْمَعِينَ، وَبَعْدَ

All praise is due to Allah the Lord of the universe, may peace and blessings be upon the messenger of Allah swalla llahu alaihi wasallam, to his family members and to all his companions.

**A KHUTBAH** is a sermon delivered by an imaam or a sheikh before the Friday prayer or at other special occasions.

**A KHATWIB** is a person who delivers the sermon.

- ❖ A Friday sermon is consist of two halves, the first half is abit longer than the second one.

## **STEPS TAKEN WHEN DELIVERING A KHUTBAH**

**Step 1:** Have the intention that you are going to give a khutba, give it for the sake of Allah and avoid showing off.

**Step 2:** Go up to the pulpit (mimbar) give salaam to the people then sit down.

**Step 3:** Let the mu'adhin (the caller to prayer) stand up and make adhan (call).

**Step 4:** When adhan is done, stand up again and begin to recite **the muqaddima** (the intoduction), it is prefered to be in Arabic as follows;

إِنَّ الْحَمْدَ لِلَّهِ نَحْمَدُهُ وَنَسْتَعِينُهُ وَنَسْتَغْفِرُهُ  
وَنَعُوذُ بِاللَّهِ مِنْ شُرُورِ أَنْفُسِنَا وَمِنْ سَيِّئَاتِ أَعْمَالِنَا  
مَنْ يَهْدِهِ اللَّهُ فَلَا مُضِلَّ لَهُ وَمَنْ يُضِلِّهِ فَلَا  
هَادِيَ لَهُ.

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ  
وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

"يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ حَقَّ تُقَاتِهِ وَلَا  
تَمُوتُنَّ إِلَّا وَأَنْتُمْ مُسْلِمُونَ" ( آل عمران 102 )

"يَا أَيُّهَا النَّاسُ اتَّقُوا رَبَّكُمُ الَّذِي خَلَقَكُمْ مِنْ  
نَفْسٍ وَاحِدَةٍ وَخَلَقَ مِنْهَا زَوْجَهَا وَبَثَّ مِنْهُمَا

رَجَالًا كَثِيرًا وَنِسَاءً وَاتَّقُوا اللَّهَ الَّذِي تَسَاءَلُونَ بِهِ  
وَالْأَرْحَامَ إِنَّ اللَّهَ كَانَ عَلَيْكُمْ رَقِيبًا" (النساء 1)

"يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ وَقُولُوا قَوْلًا سَدِيدًا  
يُصْلِحْ لَكُمْ أَعْمَالَكُمْ وَيَغْفِرْ لَكُمْ ذُنُوبَكُمْ وَمَنْ  
يُطِعِ اللَّهَ وَرَسُولَهُ فَقَدْ فَازَ فَوْزًا عَظِيمًا"  
(الأحزاب 71-70)

أما بعد؛

**Innalhamda lillah, nahmaduhu  
wanasta-iinuhu wanastaghfiruh, wana-  
uudhu billaahi minshuruuri anfusina,  
wamin sayyi-aati a-amaalina, man-  
yahdihi llahu falaa mudhwillalah,  
waman-yudhlil falaa haadiya lah.**

**Ash-hadu allaa-ilaaha illa llaahu  
wahdahu laashariika lah, wa-ash-hadu  
anna muhammadan abduhu  
warasuuluh.**

**“Yaa-ayyuha lladhiina aamanu  
ttaqullaaha haqqa tuqaatih,  
walaatamuutunna illaa wa-antum  
muslimuun”**

**"Yaa-ayyuha nnaasu ttaquu  
rabbakumu lladhi khalaqakum min  
nafsin waahida, wakhalaqa minhaa  
zaujaha, wabatha minhumaa rijaalan  
kathiiran wanisaa-a, wattaqu llaaha  
lladhii tasaa-aluuna bihi wal-arhaam,  
inna llaaha kaana alaikum raqiiba ”**

**" Yaa-ayyuha lladhiina aamanu  
ttaqullaaha waquuluu qawulan sadiida,  
yuslih lakum a-amaalakum, wayaghfir  
lakum dhunuubakum, wamanyutwi-i  
llaaha warasuulahu faqad faaza fauzan  
adhwiima ”**

**Ammaa ba-ad;**

Translation (translation is not a must just it helps you to understand the meaning)

Praise belongs to Allah, we praise Him and ask Him for guidance and forgiveness.

we seek protection in Allah from the malice of our own souls and the evil of our actions. Whom Allah guides no one can lead him astray, and whom He makes astray no one can lead him back to the right path.

I bear witness that there is no (true) God except Allah alone with no partner or associate and I bear witness that Muhammad is His slave and Messenger.

"Oh you who believe! Fear Allah as He should be feared, and die not except as Muslims" Quran 3:102

"Oh mankind! Fear your lord Who created you from a single soul and out of it created its mate, and out of the two spread many men and women, fear Allah in whose name

*you plead for rights and heed the ties of kinship. Surely, Allah is ever watchful over you " Quran 4 : 1*

*"Oh you who believe! fear Allah and say what is true, He will make your deeds sound, and forgive your sins. He who obeys Allah and His Messenger has then attained the highest Achievement. " Quran 33 : 70- 71*

**Step 5:** Now talk about your topic and go deep.

- ❖ The body of the khutba must contain at least one verse of the Quran in Arabic and at least one Hadith in Arabic.

**Step 6:** After giving your message, conclude the first half of the khutba and say;

أَقُولُ قَوْلِي هَذَا وَأَسْتَغْفِرُ اللَّهَ لِي وَلَكُمْ وَلِسَائِلِ  
الْمُسْلِمِينَ فَاسْتَغْفِرُوهُ إِنَّهُ هُوَ الْغَفُورُ الرَّحِيمُ

**Aquulu qaulii haadha, wa-astaghfiru  
llaaha lii walakum walisaa-ilil  
muslimiin, fastaghfiruuhu innahuu  
huwal ghafuuru rahiim.** Then sit down  
for a moment. (You and the congregation  
should utilise this time for asking for  
forgiveness)

Translation (translation is not a must just  
it helps you to understand the meaning)

*I say this saying of mine, and  
I seek forgiveness from Allah for me and  
for you, and to the rest of the Muslims, so  
ask Him for forgiveness, He is the most  
forgiving, the most Merciful.*

**Step 7:** After few seconds Again Stand  
up for the second half of the khutba and  
say;

الْحَمْدُ لِلَّهِ وَالصَّلَاةُ وَالسَّلَامُ عَلَى رَسُولِ اللَّهِ  
صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ

**Alhamdu lillah, wasswalaatu wassalaam  
alaa rasuuli llaahi swalla llaahu alaihi  
wasallam.**

Translation

*In the name of Allah, and praises be to  
Allah, blessings and peace be  
upon the Messenger of Allah swalla llaahu  
alaihi wasallam.*

**In this part we expect you either;**

- ✓ To Continue with your topic.
- ✓ Or to give a summary of what you have talked about.
- ✓ Or to give advice to the muslim community.
- ✓ Or to give lessons learnt from the topic.

**Step 8 :** At the end of the second half pray for the prophet muhammad peace be upon him as mentioned below;

اللَّهُمَّ صَلِّ عَلَى مُحَمَّدٍ وَعَلَى آلِ مُحَمَّدٍ كَمَا  
صَلَّيْتَ عَلَى إِبْرَاهِيمَ وَعَلَى آلِ إِبْرَاهِيمَ إِنَّكَ  
حَمِيدٌ مَجِيدٌ، اللَّهُمَّ بَارِكْ عَلَى مُحَمَّدٍ وَعَلَى آلِ  
مُحَمَّدٍ كَمَا بَارَكْتَ عَلَى إِبْرَاهِيمَ وَعَلَى آلِ  
إِبْرَاهِيمَ إِنَّكَ حَمِيدٌ مَجِيدٌ.

**Allahumma swalli alaa muhammad wa-  
alaa aali muhammad kamaa swallaita  
alaa ibraahiima wa'alaa aali ibraahiima  
innaka hamiidu mmajiid, Allahumma  
baarik alaa muhammad wa-alaa aali  
muhammad kamaa baarakta alaa  
ibraahiima wa'alaa aali ibraahiima  
innaka hamiidu mmajiid.**

## Translation

*“Oh Allah! Send Your Mercy on Muhammad and on the family of Muhammad, as You had sent Your Mercy on Ibrahim and on the family of Ibrahim, for You are the Most Praiseworthy, the Most Glorious. Oh*

*Allah! Send Your Blessings on Muhammad and the family of Muhammad, as You had sent your Blessings on Ibrahim and on the family of Ibrahim, for You are the Most Praiseworthy, the Most Glorious.”*

**You can add on other du'as like;**

اللَّهُمَّ اغْفِرْ لِلْمُؤْمِنِينَ وَالْمُؤْمِنَاتِ وَالْمُسْلِمِينَ  
وَالْمُسْلِمَاتِ الْأَحْيَاءِ مِنْهُمْ وَالْأَمْوَاتِ

**Allahumma      ghfir      lilmu-uminiina  
walmu-uminaat,      walmuslimiina**

**walmuslimaat, Al-ahyaa-i minhum wal-am-waat.**

Translation

*"Oh Allah forgive Muslim men and Muslim women, believing men and believing women, those alive among them and the dead"*

رَبَّنَا آتِنَا فِي الدُّنْيَا حَسَنَةً وَفِي الْآخِرَةِ حَسَنَةً  
وَقِنَا عَذَابَ النَّارِ

**Rabbanaa aatinaa fiddunia hasanatan  
wafil-aakhirati hasanatan waqinaa  
adhaaba nnaar.**

Translation

*"Our Lord! Grant us good in this world and good in the hereafter, and save us from the punishment of the Fire."*

**Step 9:** Then conclude your khutba by saying;

عِبَادَ اللَّهِ! إِنَّ اللَّهَ يَأْمُرُ بِالْعَدْلِ وَالْإِحْسَانِ وَإِيتَاءِ  
ذِي الْقُرْبَى وَيَنْهَى عَنِ الْفَحْشَاءِ وَالْمُنْكَرِ  
وَالْبَغْيِ يَعِظُكُمْ لَعَلَّكُمْ تَذَكَّرُونَ، وَأَقِمِ الصَّلَاةَ.

**Ibaada Ilah! "inna Ilaaha ya-amur bil-  
adil wal-ihsaan, wa-iitaa-i dhil-qurbaa,  
wayanhaa anil fahshaa-i walmunkar  
walbagi, ya-idhukum la-allakum  
tadhakkaruun" wa-aqimi sswala.**

Then the congregation will stand up for the prayer. And this marks the end of our khutba.

### Translation

*Slaves of Allah! "Allah commands justice, the doing of good, and keeping the bond of*

*kinships tight, and He forbids all shameful deeds, injustice and rebellion, He instructs you, that you may remember (Allah's bounties)'' Establish the prayer.*

## **QUALITIES OF A GOOD KHATWIB**

1. A good khatwib should respect mimbar (pulpit) and should always remember that he is standing in the place of our beloved prophet Muhammad peace be upon him.
2. He should preach for the sake of Allah without element of bragancy.
3. He should make enough research from the Quran and Hadith about the topic to be presented.
4. He should preach basing on the current events i.e he does not teach about death when it is time for a wedding ceremony and vise versa.

5. He should choose a topic that unites all Muslims and avoid that which divides them.
6. He should use suitable words and relevant examples according to the category of people he is going to meet. i.e students, elderly, businessmen and women.....
7. A good khatwib does not use mimbar to attack persons.
8. He should dress in a proper manner i.e. it is preferred to be a white tunic (kanzu) and a muslim cap.
9. A good khatwib should avoid slangs and stick to ordinary language.
10. He should always generalize his statements i.e he does not mention people's names in the khutbah.
11. He should preach what benefits all people not him self only.

12. He should always moderate his voice, not too high and not too low.
13. He should not put the microphone too close to his mouth or too far.
14. A good khatwib should be flexible i.e. can easily change the topic when he notices the current situation.
15. He should always keep time i.e. he does not come late and he does not prolong the khutbah.
16. He should be a role model.
17. He should be straight and clear in his statements.
18. He should avoid demonstrations where not necessary.
19. In most cases he writes his khutbah.
20. He should stick on only one topic to avoid confusion.

وبالله التوفيق