

AL-ANSAR MASJID FRAMEWORK

PREAMBLE

In the name of Allah the Beneficent the Merciful.
Praise be to Allah, Master of all Excellence, in whose Hand is the destiny of all humans and jinns, and who has full power to do anything He pleases. Know that the Masjid is the central institution of the Muslim community.

Masjid in its many forms is the quintessential Islamic building. It is generally a very symbolic place for Muslims, being a humble way for spiritual communication with Allah (the Exalted and the Most High) for the communal of the regular daily prayers, and the Friday (Juma'ah) congregational prayers; all united in faith and worship of Allah. The primary purpose of a Masjid is to serve as a place where Muslims come together for prayers and act as a learning Centre. Though most of the five daily prayers can take place anywhere, people are required to gather together for the prayers and the Friday noon prayer. Masjids are used throughout the week for prayer, study and reflection. Therefore, Masjids are Centre of Islamic life in inculcating Islamic values, and the important role it played in uniting the society disregard of class cannot be overemphasized.

Allah (the Almighty) said; “The Masjids of Allah are only to be maintained by those who believe in Allah and the Last Day and establish prayer and give zakah and do not fear except Allah, for it is expected that those will be of the (rightly) guided.” Surah 9:18 He also said; “Certainly a masjid founded on piety from the very first is more deserving that you should stand in it: in it are men who love that they should be purified.” (Surah 9:108)

AL-ANSAR MASJID

The Al-Ansar Masjid was commissioned on the 1st of March, 2018 in the city of Maiduguri the capital of Borno State in Nigeria, as a Worship, Learning and Research Centre to serve the immediate community and others for the purpose of both the regular five (5) prescribed daily and Friday (Juma'ah) congregational prayers among others. With the Hereafter being the focal point of life and pleasing Allah being the ultimate goal, the Al-Ansar Masjid situated on No.1 Gombole Road, Old GRA, serves the spiritual, religious and communal needs of the surrounding community by means of nurturing their faith and upholding their values through worship and education. The Masjid is committed to develop and strengthen the Islamic faith, and serve as a Centre of religious development, educational, and social enrichment. It is our place for connecting with Allah (the Exacted and Most High) and community. A place to cultivate good deeds (Hasanat) for the eternal Hereafter. The primary function of Al-Ansar Masjid is to facilitate the establishment of the great pillar of Islam, the Prayer. The Masjid has obtained, in a short period of more than three years achieved quality and excellence. The masjid has an appointed Chief Imam, with two deputies, Imams and Muezzins.

The affairs, activities and programs of the Masjid and the Islamic Centre shall be managed by the principles of consultation. "Their affairs are decided by mutual consultation" (Qur'an 42:39).

The final word in the affairs is the Qur'an and Sunnah. "O ye who believe obey Allah, and obey the Apostle, and those charged with authority among you. If ye differ in anything among yourselves, refer it to Allah and His Apostle, if ye do believe in Allah and the Last Day that is best, and most suitable for final determination." (Qur'an 4:59).

In abiding by the above ayah all decisions and actions will be based on:

1. The guidance of Al Qur'an.
2. The guidance from the Sunnah of the Prophet Muhammad (peace and blessings of Allah be upon him).
3. The guidance from the rightly guided Khalifas.
4. The guidance of the well-known Islamic schools of fiqh, if their findings are substantiated by the Qur'an and Sunnah.
5. Any other truth available pertaining to the subject.

VISION AND MISSION STATEMENT

Al-Ansar Masjid is aimed at upholding the Islamic values of moderation, peace, and high morality. Calling people to noble morality following in the steps of Prophet Muhammad (peace and blessings of Allah be upon him). The Masjid will abide by the set of common values that will forever remain our primary reference and the foundation of our progress toward creating a strategy that actualizes our mission.

VISION

- a. Al-Ansar Masjid's Vision is to define and convey a clear Islamic teachings in accordance with the Holy Qur'an and the Sunnah.
- b. Our spiritual vision is to pursue faith, knowledge, and righteousness in a peaceful and caring environment. Our vision is to maintain the Al-Ansar Masjid as a grassroots facility that serves the Muslim Ummah.

MISSION

- a. The Mission of Al-Ansar Masjid is to provide a secure and comfortable facility where Believers may gather for the worship of One and only God ALLAH in tranquility regardless of ethnicity, tribe, class, race, nationality, gender or age.
- b. To inspire an appreciation of Islamic values by providing the much needed Islamic knowledge to the community and its principles.

OBJECTIVE FUNCTIONS OF THE MASJID

In addition to the regular daily congregational prayers, there are many other obligations that the Masjid conduct religious lessons and lectures are carried out within the Masjid by vast and prominent Scholars.

The lessons are as follows:

- a. Interpretations of the Holy Qur'an (Tafsir) is conducted during the Ramadan period in the evening in Kanuri and Hausa. And also weekly on Sundays between Maghrib and Isha prayers in the other months of the year.
- b. Traditions of the Prophet (peace and blessings of Allah be upon him) Hadith: (1). Kitabul Tahzhib 'a book on collections of Hadith' is conducted on Tuesdays between Maghrib and Isha prayers in Hausa; (2). Arba'unah Hadith 'the Forty Traditions' on Wednesdays in Kanuri; (3). Muwatta Malik (Hadith) 'the Trodden Path' on Thursdays in Kanuri.

Islamic Jurisprudence (Fiqh) Muqaddimatul Iziyahil jama'atil Azhariyyah 'book on worship from Prayers according to Malik School of Thought'.

- c. Learning and Memorization of the Holy Qur'an for children daily in the evening except Thursdays and Fridays.
- d. Annual Qur'anic Recitation Memorization Competition in September, every year. The programme is aimed at encouraging the young develop recitation and memorization of the Holy Qur'an in the best way, strictly follow the intonation (Tajweed) rules. At the end of the competition various prizes are given to the winners.
- e. Ramadan lectures are conducted for the community to abreast them on various topics on Islamic teachings.
(Except the Tafsir, Ramadan lectures and the Qur'anic recitation competition which are yearly, all the other lessons are almost on daily basis).

TAHFIZ SCHOOL FOR CHILDREN

The Masjid Elementary syllabus is a broad one designed to cover

- Memorization of the Holy.
- Qur'an with Tajweed;
- The Memorization is divided into parts of the Holy Qur'an
- Jurisprudence (Fiqh);
- Arabic Language.

The Qur'an classes which has a strong foundation will also be reviewed to ensure that the most beneficial areas are given priority. In addition to the annual examination process for students, 'Target Sheets' will be introducing new which will be divided into age groups.

The Target Sheets identify benchmarks from the Tahfeez content that each student must work towards. This will allow parents, teachers and Masjid administration to monitor a student's

progress based on the standard that is expected in their peer group. The annual recitation competition will serve to incentivize the students to make progress against their targets with the process culminating in formal prizes and certificates.

The Al-Ansar Masjid and Islamic Centre a religious and educational is a non-profit organization where all activities are guided by and do not contradict the teachings of Islam. The Centre complies with the laws of the State as well as the rules and regulations of the Internal Revenue Service for non-profit organizations.

Al-Ansar Masjid as a Centre of Learning and Research devise and conduct programs of Islamic education, establish programs and facilities to preserve and relate the Islamic knowledge to the young Muslims, encourage the Muslim community to follow the example of the righteous early Muslims, organize religious research events, provided they do not contradict the Islamic norms and practices, provide and facilitate social services including counseling to those in need, cooperate with other Islamic institutions and organizations which are following the Qur'an and Sunnah of the Prophet, (peace and blessings of Allah be upon him), disseminate and project to the public the Islamic positions related to all areas of life, cherish the bonds of friendship and understanding between the Al-Ansar Masjid and other higher institutions within the framework of Islam, establish an investment trust, in accordance with Islamic rules (shari'a), and dedicate all of its proceeds to serve and support the above objectives.

The Masjid aim to disseminate Islamic education is to develop and promote moral character. It intends to provide studies in

Islamic education to establish teaching good behaviour as an important component which enhances the development of individual potential in a holistic, balanced and integrated manner, encompassing the intellectual, spiritual, and physical aspects. Reaching the level of moral and good personality requires a process. This process can be facilitated through teaching and learning. Learning takes place only if the instructor considers students as partners, and is ready to build on what they already know and what they think. To help seekers of Islamic education understand religious values will depend on the method of instruction. If the method of instruction is not appropriate, it becomes difficult to achieve the stated education objectives. The Masjid aims at holistic human development. By providing the required education it helps people develop spiritually, intellectually, and socially.

OBJECTIVES

The Masjid has three integral objectives of Islamic knowledge:

- (1). Human objectives - which are related to self-improvement in form of knowledge, behavior, intelligence and self-actualization.
- (2). The social objective - related to living together, and
- (3). Professional objective - which takes education and learning as an important component considering Islamic education as field of knowledge, an art, and as professional as well as a social activity in the community. This Trust shall also comply with the laws of the State.

EDUCATION AND INSPIRATION

Al-Ansar Masjid concept of knowledge is not merely important, it also occupies a dominant position in its doctrine. It dominants

over all aspects of Muslim intellectual, spiritual, and social life. It also enable the Muslim to grasp the right meaning of the reality of the signs we observes based on Qur'an and Sunnah.

CLASSIFICATION OF KNOWLEDGE

ISLAMIC RELIGIOUS SCIENCES:

- The Holy Qur'an – The knowledge derived from it such as recitation, interpretation (Tafsir), and Ta'wil (connotation of a word).
- The Sunnah – The life of the Prophet, the history and message of the Prophets before him, the Hadith and Its authoritative transmission.
- THE Fiqh/Shariah – Jurisprudence and law, the principles and practice of Islam.
- Theology – Allah (the Exalted and Most High), His Essence, attributes and Names and Acts (Al-Tawhid).
- Linguistic Science – Arabic, its grammar, lexicography, literature.

RATIONAL, INTELLECTUAL, AND PHILOSOPHICAL SCIENCES:

- Human Sciences
- Natural Sciences
- Applied Sciences
- Technological Sciences

The Masjid Islamic Centre is a well-established for education and learning, and is well attended on a daily basis, except on Mondays.

The teaching methods and learning objectives will be reviewed periodically to ensure that they are focused on key priority areas.

RESEARCH METHODOLOGY

The Masjid will put greater emphasis on the importance of acquisition and dissemination of knowledge through research. The main objectives of the Masjid are to develop methodology for research in the various fields of Islamic learning; to identify/study/interpret the teachings of Islam in the context and of the intellectual and scientific progress of the modern world in order to assist the Muslim community. Islamic research development comprise of planning of the study, preliminary study, field study, and writing of the research report. As a qualitative study and for efficiency, that will be of benefit to the community and the State.

Research development promotes analysis of Islamic education in both historical and contemporary contexts. The research should covers Qur'an and Hadith studies, theology, philosophy, jurisprudence, ethics, and Islamic history. The main activities of the research should also strengthen the translating of classical Islamic texts into the Kanuri, Hausa, and English languages, and publishing the works expressing the thought, faith, and practice of Islam, as well as researching subjects relevant to modern Islamic society.

PRAYER (SALAT) TIMES CALCULATION

Prayer is the most beautiful way to praise Allah (the Exalted and Most High) for His infinite kindness. The determination of the strictly specified prayer times in Islam is an imperative and a prerequisite condition for performing prayers. Performing an obligatory prayer outside its respectively prescribed time intervals is strictly forbidden and makes particular prayers invalid. Prayer time in the period of the Prophet (peace and

blessings of Allah be upon him) was based on human observation of physical phenomena like the sunrise, afternoon, sunset, dawn and twilight. Nowadays, the modelling of prayer time based on astronomical calculation and other different methods have been developed over the years. The knowledge of starting and ending of prayer times have fundamental significance to the Muslim. As it's obligatory (Fard) for Muslim to offer the Five (5) times daily prayer a day which are:

Fajr (Dawn prayer), Dhuhra (Noon prayer), Asr (Afternoon prayer),

Maghrib (Sunset prayer), and Isha (Night prayer).The Masjid is determined to provide correct and accurate prayer times to the Muslim community observing and implementing Islamic jurisprudence (Fiqh) into consideration. The Masjid initiative to educate the community needed, and therefore, provide the correct Prayer Schedule for each prayer.In the interim the Masjid will streamline the process of calculating to the Masjid only.

PRAYER TIMING CALCULATION

Committee of Scholars and Experts will be established to calculate Prayer times with due sensitivity and accuracy allowing flexibility based on Fiqh and the Sunnah. The calculation method and rules of prayer times must be observed, as difference in the methods sometimes produce substantial variation in timings.

METHODOLOGY

The mathematical side of how to calculate Angle, a calculating method is typically made of the following:

1. FAJR ANGLE, MAGHRIB ANGLE, AND ISHA ANGLE

To determine the time period for each prayer, there is the need to determine nine (9) points of time per day. These times are defined as follows:

- **Fajr** – When the sky begins to lighten (Dawn).
- **Sunrise** – The time at which the first part of the Sun appears above the horizon.
- **Dhuhr** – When the Sun begins to decline after reaching its highest point in the sky.
- **Asr** – The time when the length of any object's shadow reaches a factor (usually 1 or 2) of the length of the object itself plus the length of that object's shadow at noon.
- **Sunset** – The time at which the Sun disappears below the horizon.
- **Maghrib** – Soon after sunset.
- **Isha** – The time at which darkness falls and there is no scattered light in the sky.
- **Midnight** – The mean time from sunset to sunrise (or from sunset to Fajr).

2. LATITUDES AND LONGITUDES

To calculate the prayer times for a given location, there is the need to know the latitude (L) and the longitude (Lng) of the location, along with the local Time Zone for that location. The equation of time (EqT) and the declination of the Sun (D) for a given date using algorithm.

3. ASTRONOMICAL MEASURES

There are two (2) astronomical measures that are essential for computing Prayer times. These are:

- The equation of time.

The equation of time is the difference between time as read from a sundial and a clock. It results from an apparent irregular movement of the Sun caused by a combination of the obliquity of the Earth's rotation axis and the eccentricity of its orbit.

- The declination of the Sun.

The declination of the Sun is the angle between the rays of the sun and the plane of the earth equator. The declination of the Sun changes continuously throughout the year. This is the consequence of the Earth's tilt, that's the difference in its rotational and revolutionary axes.

The accuracy regarding prayer timing is important though Islam gives some relaxation of about +5 or -5 minutes in actual timing without any issue. Using the best formula gives the best result with high precision.

Furthermore many other parameters like altitude of some place can also be used to calculate prayer timing. Technological advances have allowed for products such as software-enhanced call to prayers (athan) clocks that use combination of GPS and microchips to calculate formula. This allows Muslims to be conscious of prayer times, in addition to the Muezzin in order to keep an accurate prayer schedule.

ISLAMIC LIBRARY

Library is fundamental to the development of knowledge, it involves several functions creating the oversight, planning, developing a comprehensive Islamic books collection, and equipping the space. Therefore, vision of Al-Ansar Masjid of establishing an Islamic Library is to achieve the its mission by promoting life-long reading and learning Islamic education and for information, develop Islamic literary appreciation, values

and ethical standards, improve learning, assisting in locating research quality resources, encouraging students of Islamic knowledge and Arabic language as effective users, keeps accurate and necessary records, and to provide guidance in the use of materials and resources. The collections of books ranging from the Exegesis of the Holy Qur'an (Tafsir), Qur'anic Sciences (Ulumul Qur'an), Hadith Collections (Almajmuat Ahadith), Islamic Jurisprudence (Fiqh), and Arabic Language.

The primary function of the Islamic Library is to implement, enrich and support Islamic education. The library will provide a wide range of Islamic materials at various levels. It will be devoted exclusively to the collection, preservation, and preparation for use of scholarly research materials.

The library will constitute the very cornerstone of Islamic Education access for Muslims, and virtually the community.

BOOKS LIBRARY

This is the extensive library system that manage physical books, with collections of voluminous materials on shelves where cataloging and classification of the library materials, and are arranged relatively for easy use, and make accessible.

These are print-on-paper resources that allow readers access the accumulated knowledge in the stored collections of books and manuscripts for extensive reference and research on Islamic education. Hours schedule is operated for opening and closing rotation for at least five (5) days a week.

DIGITAL LIBRARY

This is an online database of digital objects that includes text, audio and visual materials, and digital documents stored as electronic media formats and accessible on computers.

While the functions of libraries have remained much the same as they have been for several decades, it is essential to note that the revolutionary spread of integrated digital communication system has influenced the way in which libraries function. Nowadays, influence to access for e-books, e-journals, and research resources are intensely demanded. The mentioned materials are uploaded on the website, and are accessed by either by download as Portable Document Format (PDF) or as Read Only (able to be accessed but not modified).

LIBRARY PLANNING

The Masjid Islamic library will move demands the imaginative application of management and administrative skills. The move must be organized so as to maintain the integrity of the scared collections, minimize the interruption of services to servants of Allah. The demonstration of strong collaboration experienced Islamic librarian and supporting staff, with effective administrative support, can facilitate outreach to the library users and supporters. This can enhance user expectations and highlight the value of the Islamic library service and collection.

WEBSITE DESIGN FOR AL-ANSAR MASJID

The steady advance and spread of Islamic knowledge throughout society in recent years has increased the number and range of Masjid and Islamic Centre's operations that are disseminated over the internet. The website is an essential tool for Al-Ansar Masjid to establish a strong presence because it combines informative and relational functionalities with online Muslim community.

The internet has shifted towards a more active and collaborative community, in view the Masjid will publish its activities and add Islamic books and manuscripts online. These makes the activities of the Masjid accessible around the clock, the community will scan the Masjid's web for knowledge and information. A strategically Islamic website (I-Webs) and online arrangements give huge advantages and convenient forum for education and research development.

Through Al-Ansar Masjid website it will (In shaa Allah) deliver satisfying and useful content for Islamic education online, it is imperative to identify the most important features the website should portray. The features that influence users to visit the Masjid's website for online Islamic knowledge, consequently leading to user satisfaction. The features were categorized into design, content, and Islamic.

DESIGN

Design features were measured by usability, navigation, functionality, accessibility, interactivity, attractiveness, and security/privacy.

CONTENT

Content features were measured by trust, objectivity, credibility, reliability, relevance, legitimacy, and authority.

ISLAMIC

Islamic features were measured by belief (Tawhid), Practice (Sunnah), Intention (Niyyah), ethics, identity, symbols, and software.

CONCEPT

The conceptualization and proposal of these features influence the use of Islamic website (I-Web) and consequently lead to Muslim user satisfaction. That's it will easily influence many Muslims internet users to visit Al-Ansar Masjid in order learn about Islamic teachings and practices. In addition to the fact that Muslim scholars and organization use the internet through various websites to spread Islam globally.

The Masjid will proudly introduce the initiative of a website that highlight online resources and projects in the area of Islamic education.

INTERNATIONAL ISLAMIC SCHOLARS

Knowledge occupies a significant position in Islam, as evidenced in the Holy Qur'an and the Hadith. It provide a forceful stimulus for the Al-Ansar Masjid's mission and vision of disseminating education and influence research. It is in view of these that the Masjid right from inception, placed a high premium on knowledge and has since enjoyed intellectual tradition of visits by various Scholars more especially international scholars of repute. Worthy of mention is Sheikh Ismail ibn Tata Menk known as Mufti Menk has visited and delivered lectures on "Peace and Unity Convention" in the Masjid for days. The Masjid intends to invite International Islamic Scholars to visit and deliver lessons and lectures on Islamic knowledge.

MAINTENANCE OF MASJID FACILITIES AND STRUCTURES

Facilities operation and maintenance encompasses a broad spectrum of services, competencies, processes, and tools required to assure the Masjid environment will perform the

functions for which it was designed and constructed. Operations and maintenance typically includes the day to day activities necessary for the Masjid building/built structures, its systems and equipment, users/congregation to perform their intended religious functions. Operation of the Masjid facilities and structures should be combined with maintenance. This is because both cannot operate at peak without being maintained. Regardless of its equipment sophistication level, the Masjid should develop training of affected staff and track their ability to ensure they are adequate for existing and planned facilities and structures systems. Hence, the need to establish Maintenance Unit in the Masjid.

Functions of the Unit will include: Maintain an inventory of the Masjid's physical structure and facilities, use of computerized maintenance systems (the CMMS contains descriptions of procedures and practices used to track the maintenance of structures, and other computer aided facilities management, keeps/use of operation and maintenance manuals, janitorial/cleaning (exterior and interior cleaning and maintenance. And using environmentally friendly cleaning products and incorporating safer methods to clean structures provides for better property management and a healthier Masjid atmosphere), etc.

BOARD OF TRUSTEES

The Masjid is run by the Board of Trustee and consist of responsible, respected and trusted members of the society. It is a duty upon the trustees of Al-Ansar Masjid to ensure the Masjid is a place which is pleasant to be in. All attempts should be made to provide effective and convenient atmosphere. The Prophet (peace and blessings of Allah be upon him) commanded for

Masjids to be built and that they should be kept clean and performed. (Tirmidhi: Chapter on what is mentioned regarding the perfuming of Masjids).

COMPOSITION OF BOARD OF TRUSTEES

Members of the Board of Trustees are selected on merit. The position of Chairman and the Vice Chairman are appointed from within/among the Board members. The Board of Trustees may serve for a particular period, and may be renewed. Effectiveness and efficiency of the members in discharging their responsibility is paramount to achieving the Masjid's goals.

All the Board members must consider the seriousness of the position, what it exactly entails, and the responsibility to Allah (the Exalted and the Most High) that each of them will do after accepting the position. The Masjid Secretary will also serve as the Board's secretary.

Therefore, the Board should comprise of:

- 1. Chairman** – He is the head of the Masjid and main role is to coordinate, facilitate, manage, monitor and direct all the affairs of the Masjid. He will preside over the Monthly, Quarterly, Special, and Annual General Meeting. Ensure that all educational programmes of the Masjid maintain a correct Islamic environment, policies, procedures, and academic content. Take up or perform any other duties from time to time.
- 2. Vice Chairman** – Assist the Chairman in his activities. Perform all the functions of the Chairman in his absence, with exception to those decisions which mandate the Chairman's presence. Perform any other duty, as determined by the Board of Trustees from time to time.

3. Members – Meet together as a body monthly, quarterly, special, and annual general meeting as are responsible for all decisions taken in relation running the Masjid and the facilities and the activities provided by the Masjid.

4. To assist in the smooth running of the Masjid. Board of Trustees may set up sub-committee that help them oversee certain aspects of the Masjid's functions. Monitor the day to day management of the Masjid. Annual review/appraisal of performance.

FUNCTIONS OF BOARD OF TRUSTEES

The Board of Trustee is responsible for initiating/developing Masjid policies and procedures within its jurisdiction. And making sure it's followed and/or implemented.

These policies and procedures are written rules and statements that define 'what should be done and how it should be done'. Developing policies will help and improve the way the masjid function.

The policies and procedures may include:

1. MAINTENANCE AND PRESERVATION – structures and facilities of the Masjid are well maintained and sustained. And to avoid misuse and abuse staff and sundry;
2. CONGREGATIONAL SAFETY POLICY – the aim is to provide conducive environment to worshipers that will create convenient atmosphere;
3. MAINTAINING ACCURATE TIMING FOR PRAYER – the significance of praying at the appropriate time is an obligation that cannot be ignored. Prayer times are fixed as commanded by Allah. Therefore, call for prayer by the Muezzin at the right time is a duty, despite prayer timing changes from time to time.

4. PERIODIC CONSULTATIONS – facilitate and ensures consistency of up to date progress of the Masjid's vision and mission.
5. DEVISING AN OVERALL STRATEGY FOR THE MASJID – which is to fulfil its vision and mission.
6. ENSURING THE COMPLIANCE OF ALL MASJID ACTIVITIES within the ambit of the Holy Qur'an and the Sunnah.
7. SUPPORT THE MASJID FINANCIALLY – if possible, to ensure its capacity to fulfil all financial commitments. Diverse more financial sources for the Masjid. The Masjid income may include: donations from other sources, profit from assets of the Masjid (if any), any other investment (if any).
8. TO INTERVENE TO RESOLVE ANY CONFLICT – that may evolve within the Masjid management system.
9. OVERSEEING – the Masjid's vision and mission which is to be consistent with the overall purpose of the Masjid.

COMPOSITION OF MASJID MANAGEMENT

By Masjid management it means the committee of sectional heads that of the Masjid. The foundation of all activities, goals, and objectives are based upon the hard work of the management staff. They must maintain discipline and selfless service to the community and earn reward from Allah. The Board of Trustees and the congregation of the Masjid looks upon the management team for quality service assurance.

The Management Committee comprise of:

1. The Chief Imam
2. The Masjid Secretary
3. Education
4. Maintenance and Operation

5. Finance
6. Security
7. Any other person

ROLE OF THE CHIEF IMAM

A. CONDITIONS OF APPOINTMENT

The Board of Trustees are responsible for the appointment of an Imam.

Therefore, the following conditions are pre-requisite for the appointment of a Person to lead the Prayer (Imam) in the Al-Ansar Masjid:

1. Memorized the entire Qur'an.
Knowledge in Qur'an interpretation.
2. Fluency Arabic (Spoken and written).
3. Comprehensive knowledge of the Hadith and Islamic Jurisprudence (Fiqh/Sharia).
4. Experience as an Imam.
5. Ability to interact with and relate to the congregation.
6. Ability to work with people of different cultures and backgrounds.
7. Ability to teach.
8. Demonstrated experience in Islamic counseling.
9. has a dynamic personality and is a motivational speaker.
11. He must be sane and to have reached the age of puberty.
12. He must be upright (uprightness: must have great fear of Allah as manifested in his Islamic behavior and manners in his personal and public life.);
13. He must have good character (By good character is meant lack of impiety connected to the prayer);
14. Ability (similarly invalid is the imamship of the one who is unable to perform some of the pillars of the prayer which

are Compulsory for the one who is able to, for instance, voice, limb, etc.).

15. Must be committed to the Rules and Regulations of the Masjid.

B. FUNCTIONS

- Lead Friday prayers and gives sermon to the congregation.

(The Imam should use the sermon to call people to Allah, remind them of the favours of Allah upon them and their obligations towards Him; and impart essential knowledge of the religion that all Muslims should know).

- Lead the regular five daily prayers.
- Lead Friday prayers and deliver sermon (Khutbah).
- Lead funeral (Janazah) prayers.
- Develop and facilitate religious lessons and lectures to the congregation, and submit same to the Board for approval
- Provide advice and counseling to the Masjid congregation on religious matters
- Officiate marriages and naming ceremonies (where applicable)
- Overseeing activities the Imams and Muezzins of the Masjid

ROLE OF DEPUTY CHIEF IMAM

The conditions of appointment as in above also applies to this post.

- Deputizing for the Chief Imam
- Lead Friday prayers and give sermon in the absence of the Chief Imam

- Lead the daily prayers as far schedule
- Any other work as may be assigned.
- Lead funeral prayer in the absence of the Chief Imam May offer advice and counseling to congregation on the approval of the Chief Imam.

ROLE OF IMAMS

The same conditions of appointment as in above also applies.

- Lead the daily prayers as far schedule.
- May offer advice and counseling to congregation on the approval of the Chief Imam.
- Any other work as may be assigned.

ROLE OF MUEZZINS

The Muezzin, call to inform others in specific words that the time for a prayer has begun. He calls to the congregation, and is an expression of the Islamic practices. It is obligatory or highly preferred. Although he calls in a very few words, it covers all essentials of faith.

Conditions for appointing Muezzin are:

1. Must have knowledge on the Calling for Prayer (Athan);
2. Must have an excellent voice;
3. Proactive (conscience of prayer time).

Call to prayer (Athan) at scheduled times.

- Reciting the Iqama at the start of each prayers.
- Announcement of event in the Masjid as when approved.
- Any other work as may be assigned.

TRAINING OF IMAMS

Imams' task to serve in Masjids leading congregational prayers, and educating the communities and clarifying/explaining

questions where 'Fiqh' is unclear by the community is a task that needs better and exposed in Islamic jurisprudence, particularly up to date knowledge further interpretation of the jurisprudence and Hadith.

Training Imams of the Masjid is relevant and significant as they will be exposed to practical and theoretical Sharia subjects, and a number of humanistic disciplines the Imams needs to understand the context in which they work.

ROLE OF MAINTENANCE AND OPERATION

The conditions and relevant qualifications for the appointment of a Maintenance Supervisor.

1. B.sc or relevant post-secondary certification.
2. Minimum of 3–5 years of maintenance or mechanical /electrical repair experience.
3. Previous leadership, management or supervisory experience Strong verbal communication skills.

FUNCTIONS

- Manage the Audio/video system.
- Ensure proper and adequate maintenance of water, electricity, and the cooling system of the Masjid.
- Ensure proper maintenance of the Masjid's surrounding and facilities.
- Recommend repair of any related facility to the Masjid Secretary for onward submission to the Board of Trustees.
- Supervise the maintenance of the arrangements of all of the Masjid premises.
- Ensure and oversee Masjid cleanliness.

- Responsible for any other matter pertaining to the facilities and their proper management.
- Oversee the janitorial service for all facilities.

ROLE OF FINANCE OFFICER

1. B.sc or relevant post-secondary certification.
2. Minimum of 3–5 years of accounting experience.
3. Previous working experience as an Accounting Assistant.
4. Integrity, honesty, sincerity, and ability to keep and maintain records.
5. Strong verbal communication skills.

FUNCTIONS

- Receive all moneys paid to or received by the Masjid and issue receipts those moneys in the name of the Masjid.
- Pay all moneys received into the account of the Masjid within the shortest possible time.
- Must ensure the accounting records of the Masjid are kept and secured accordingly.
- Must submit report periodically as determined by the Board of Trustees.
- Must perform any other duties as decided by the Board of Trustees from time to time.
- Must coordinate the preparation of the Masjid's annual statement of accounts.

ROLE OF SECURITY

Security main responsibilities includes: preparedness, honesty, must be visible, always stay alert, observe and report, act past, maintain order, helping guests and worshipers, adhere to policy, knowledge of safety precautions, get help, exceptional strength

and fitness, and security duties done right saves lives and property, as well as security arrangement at all times.

FUNCTIONS

- Secure premises and worshipers by patrolling the Masjid.
- Inspecting structures, facilities, and access points of the Masjid regularly.
- Prevent losses and damage by reporting irregularities
- Permitting entry into the Masjid.
- Reporting any suspicious behaviours and happenings.
- Restraining trespassers.
- Informing violators of Masjid policy and procedures.
- Monitor property entrance.
- Secure all exits, doors and windows.

ROLE OF MASJID SECRETARY

- The condition and requirements for appointing Masjid Secretary are:
 1. Degree in any of the Humanity courses from a recognized universities;
 2. Proven work experience as a Secretary or Administrative Assistant;
 3. Familiarity with Masjid system;
 4. Office organization and optimization techniques;
 5. High degree of multi-tasking and time management;
 6. Excellent written and verbal communication skills;
 7. Integrity, honesty, sincerity, consistency, and fear of Allah.

FUNCTIONS

- As Scribe of the Masjid.
- Keeps masjid records, documents and minutes of meeting.
- Check frequently the levels of the Masjid operations;
- Reporting to the Chairman on activities of the Masjid regularly or/ as may be directed.
- Coordinates programmes of the Masjid; marriages, naming ceremonies and lectures organized by others.
- Taking notes of Board of Trustee meetings.
- Executing administration of the Masjid.
- Preparing and managing correspondence and reports on behalf of the Masjid as may be directed.
- Receiving and screening of inquiries and requests, and handling them accordingly or as may be directed.
- Oversee the rental of the Masjid hall or other Masjid facilities
- Liaising with other institutions/agencies when the need arises or as may be directed.
- Design and maintain Masjid's website
- Keep a database of activities and functions of the Masjid.
- Any other work as may be assigned from time to time.

DESCRIPTION OF SOME FUNCTIONAL COMMITTEES: METHODOLOGY, AND ORGANIZATION

Other functional committees that can facilitate the operations and planning for the Masjid include:

- A. The committees shall be established to undertake the implementation of the plans as approved by the Board of Trustees in order to achieve the aims and objectives of the Masjid.

- B. Each committee shall be responsible to carry out functions assigned to it.
- C. Each committee head shall devise and present an overall plan and program and shall carry them out after consultation and approval of the Board of Trustees.

EDUCATION COMMITTEE

A six (6) member committee may be appointed to take care of the educational needs and programmes of the Masjid. It will serve to meet the educational needs of Muslims in conformity with Islamic beliefs based on the Qur'an and Sunnah.

FUNCTION

- The committee is to formulate an elaborate breadth of Islamic education for the Masjid. These programmes should Allah's willing imbue Islamic literacy among the community.
- They are to coordinate, improve and facilitate lessons, lectures, workshops and seminars.
- Be responsible promotion, organization and expansion of the Masjid Library.
- Organize the annual Qur'anic Recitation Competition.

WOMEN'S COMMITTEE

If necessary an eight (8) member committee may be appointed to take care of women's needs, and programmes of Al-Ansar Masjid. It will be led by a Women's Committee Chair/Vice Chair/Secretary.

FUNCTION

- Islamic and social needs of the women who attend Al Ansar Masjid.
- Arrange and facilitate a proper learning environment where lessons are taught to them.
- Be responsible for any other matter that concern the women that attend the Masjid.
- During prayers and all programmes of the Masjid attended by women the committee will maintain discipline.
- The committee will function under the supervision of the Imam.

FACILITIES USE GUIDELINES

The Masjid facilities are open for use by Muslims community for legitimate religious activities. The Masjid prayer hall can only be used for congregation prayers reflection and contemplation, education, lectures and seclusion (Itikaf). Marriage functions are allowed as long as the activities are not in conflict with the fundamental practices and teachings of Islam. All requests for the use of The Masjid's Facilities stating the purpose of the function must be made and approved by the Masjid Secretary who will maintain a calendar of activities. Requests are accepted on a first come basis.

Permission can be denied if the purpose of the marriage is in conflict with the stated policies of the Masjid or the user has a history of noncompliance with the established guidelines. Such a decision can be appealed to the Masjid Board of Trustees Chairman, who has the final authority to approve all requests. The use of facilitates and equipment outside the Masjid for

private use is highly prohibited. Scholars or education meetings requested by any area organizations and sponsored by the Masjid are welcome with prior approval obtained from the Board Chairman. Such requests can be denied without stating any cause or reason. Muslims as well as non Muslim guests coming to the Masjid must dress modestly. Program schedule must be arranged to plan breaks at prayer times. Reservations for use of the facilities can be made with the Secretary.

CONDITIONS FOR USAGE

- An approved application/permit for the usage of Al-Ansar Masjid facilities, including the name of the person in charge, will be in the Masjid file.
- No food or beverages are permitted on the premises.
- Smoking is NOT permitted in any area of the Masjid.
- Careful usage of the building facilities must be assured.
- Maintain the Masjid and its surrounding clean.
- The applicant will have to pay for any cost of repair considered to be beyond normal wear and tear.
- If a booked wedding is cancelled or rescheduled, the Masjid Secretary should be notified immediately.
- Period/time of use should be stated and should not be beyond the stated period. Masjid facilities are only available for wedding/function ONLY before 10:30 a.m. For any extra time certain amount will be charged, but should not clash with prayer time.

CONCLUSION

Masjid is the most important place for the Muslim public to express religiosity and communal identity. It is a physical manifestation of the public and serves as a point of convergence

of worship and intellectual activity. It is the Masjid that foster collective identity through prayer and attend to common concerns. This calls for the need to redefine functions for Masjid becomes imperative looking at increased activities. It will enhance the understanding of the quality service the Al-Ansar Masjid render to the Muslim community. Modern knowledge and technological advancement are used to attain the desired aims the Masjid will provide; worshiping, Islamic education, and social services to the community.

The basic vision and mission of Al-Ansar Masjid and Islamic Centre are:

1. Establish an integration between Religious Islamic knowledge and modern knowledge in accordance to the Shariah. Islam is a complete way of lifethat applies in all sort of knowledge.
2. Take into consideration concept of education in all its dimensions consist of knowledge, inculcation of good ethical and moral conducts, self-discipline, good breeding and virtue, teaching and learning.
3. Development and training of children in various aspects of educational, moral, and spiritual needs to help them grow and become useful in the society.

Therefore, the Masjid has been founded on the principles of Islam as expressed in the Hadith of Jibril (peace be upon him) which identifies three dimensions in religion namely, Islam, Faith, and Sincerity, that's ethical and spiritual ideals.

DRAFT AL ANSAR MASJID RENTAL PERMIT FORM

Name: _____ Date: _____

Address: _____

Phone: _____

Type of Event: _____

Date of Event: _____

Time In: _____

Time Out: _____

Number of People Expected: _____

Receipt No. and Date: _____

TERMS AND CONDITIONS REGULATING THE USAGE OF AL-ANSAR MASJID AND ISLAMIC CENTRE:

1. Rental payment should be made into Al-Ansar Masjid Bank Account not later than 7 days before the marriage event.
2. Damage deposit of _____ should also paid into the same Masjid Account. The deposit will be returned on satisfactory inspection of Masjid facilities.
3. No footwear should be taken into the Masjid Hall
4. If booked marriage is cancelled or rescheduled, the Secretary should be notified immediately. If the Masjid is not notified at least 24 hours before the scheduled event, the applicable deposit will be forfeited.
5. Careful usage of the Masjid facilities must be assured.
6. Beverages and/or are NOT permitted in any area of the Masjid.

7. In order to guarantee the above date, this form MUST be returned to the office of the Secretary of Al-Ansar Masjid.
8. Help keep the Masjid clean.
9. Only authorized Masjid personnel are allowed to use Masjid microphone and other equipment. Please return this form unfailingly. And I have read the Al Ansar Facility Rental Agreement and have accepted the conditions stated.

Signature of Renter: _____ Secretary's

Signature _____

Date: _____ Date:

Return of deposit (if any) Name of

Collector: _____

Signature: _____ Signature of Payee: _____

Date: _____ Date:

AL-ANSAR MASJID ORGANOGRAM

