

# *IMAN Programming Sub-Committee (PC)*

## *Terms of Reference*

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### 1. PURPOSE OF SUB-COMMITTEE:

1. Define goals, strategies and directions for IMAN programs.
2. Organize programming aspects of events conducted by IMAN.
3. Develop a comprehensive plan for all the different kinds of programs and events at IMAN.
4. Develop content guidelines for programs at IMAN.
5. Host Islamic seminars and activities at IMAN.

### 2. FREQUENCY OF REPORTS TO THE BOARD:

- Quarterly report
- End of the year and as requested by EC

### 3. PC MEMBERS:

- Committee Chair
- Committee Administrator
- Speaker & Moderator Coordinator
- Children's Program Coordinator
- Shahadah, Wafat, and Wiladah Programs Coordinator
- Daily Congregational Prayers Coordinator

Note: PC may enlist other members of the community as needed to help with specific tasks or programs such as:

- Muharram and Holy month of Ramadhan Coordinator
- Eid Programs (Eid-ul-Fitr, Eid-ul-Adha, Milad-un-Nabi, Eid-e-Ghadir)
- Memorial Programs
- Weddings

### 4. ROLES AND RESPONSIBILITIES OF THE MEMBERS:

#### 4.1 General Roles and Responsibilities of Every Member:

- Work towards developing and improving the contents of the programs.
- Responsible for the overall quality of all programs offered.
- Unless members are out of town for an extended period, the expectation is every PC member will attend all meetings and at a minimum of 2 meetings per month.

#### 4.2 Chair:

- Establish program direction.
- Coordinate activities of PC with:
  - Facilities
  - Hospitality
  - Weekend School
  - IMAN treasurer – for budgets
  - IMAN Executive Committee (EC) – for status reporting & direction
- Ensure all activities of PC are in keeping with the terms of reference.
- Ensure the committee positions are staffed and the responsibilities/commitments are met.
- Liaise with other organizations on joint programs as necessary.

#### 4.3 Administrator:

- Convene regular PC meetings.
- Maintain PC meeting minutes to be sent out after each meeting.
- Coordinate weekly IMAN programs announcements.
- Establish the IMAN programs calendar and scheduling.

#### 4.4 Speaker & Moderator Coordinator:

- Ensure there is a speaker for every program at IMAN.
- Creating a pool of speakers within & outside of IMAN Community.
- Provide speaker coaching, training and development when required.
- Provide speaker guidelines and the themes to the speaker.
- Obtain speaker biography for program announcement.
- Review speaker presentation.

#### 4.5 Muharram, Ramadan, Eid Program Coordinator:

- Establish program schedules for the extended commemorations.
- Plan in advance for recruiting main speakers and other presenters (reciters of Quran, Dua, Nawha, ...)
- Coordinate with the facilities & hospitality sub-committee on program schedule, logistics, and meal arrangements.

#### 4.6 Daily Congregational Prayers Coordinator:

- Establish prayer times.
- Ensure the primary and backup person for opening/closing the center are appointed.
- Coordinate with IMAN EC on appointing prayer leader(s).

#### 4.7 Shahadah, Wafat, and Wiladah Programs Coordinator:

- Ensure observance of the commemorations per World Federations (WF) calendar.
- Provide the speaker with appropriate background material.
- The commemorations will occur on the day of the event as per WF calendar. There will also be a reflection on the commemoration on the Friday prior to the commemoration. When there is more than one commemoration per week, only one of them will be included in the reflection on the preceding Friday, and this is selected by PC.
- Exceptions are Miladun Nabi, Eid Mubahilah, and Eid Ghadeer, which shall be observed on the closest Friday unless there is another special commemoration planned (e.g. joint programs with other communities).
- When observing on a Friday, the one or both of the speakers should tie their commemoration remarks to the theme of the month.

### 5. SPEAKER AND MODERATOR GUIDELINES:

#### 5.1 Speaker Goals and Guidelines:

IMAN's Friday program is the center point of our community. It serves to bring us together and help us all hold tightly to the rope of Allah and never let go. We are coming together to become better people and better servants of God.

Every Friday program consists of Quran, du'as, the reflection of the week, and the primary part of the program which is the keynote speaker for the evening. The role of the speaker is to educate and uplift the community in Islamic values and issues. The speaker has a responsibility to the community to give a strong and clear lecture that fulfills these goals.

In order to fulfill the above, PC has developed a set of criteria to be followed as a minimum when selecting a speaker.

#### *Criteria for choosing a speaker:*

1. Public speaker without documented controversy.
2. Speaker should not be disrespectful of the school of Ahlul Bayt.
3. Comfortable addressing a gathering of at least 50 people.
4. One or more of below:
  - a. Member of IMAN organization who had engaged in activities at IMAN and showed interest in speaking.
  - b. Recognized members of known Islamic congregations where they have addressed congregations.
  - c. Recognized professionals that can bring useful knowledge to the community.
5. Provides the topic to PC in advance and is open to discuss the details of the speech with PC prior to addressing IMAN congregation, if requested.
6. The speaker honorarium is within IMAN budgetary guidelines or as approved by IMAN EC.

#### 5.2 Moderator's responsibilities:

- Select a reciter and verses of the Holy Quran to be recited. If possible verses that are relevant to the theme of the month should be selected.
- Work with Speaker Coordinator to gather speaker bio and description of the speech for program announcement.
- Welcome audience and introduce the theme of the month.

- Introduce speaker(s) of the event.
- Moderate community discussions and Q/A.
- Provide program conclusion remarks.
- Ensure the program is executed as planned and without any unauthorized interruptions.

### 5.3 Reflection of the Week Presenter:

- Should be well connected with the community and the current news events.
- Should have wide-ranging Islamic knowledge.
- Topics for reflection of the week can be theme of the month and/or an Islamic event.
- On the weeks prior to any Shahadah, Wafat, Wiladah commemorations, the reflection should be entirely or partly about the commemoration. If there is more than one commemoration in that week, the presenter is expected to reflect on the one(s) that will be selected by PC.

### 5.4 Weekly Program Coordinators:

- The coordinator for each program is responsible to make sure the facility is open at the right time and closes after the program.
- If any equipment is needed, the coordinator should inform subcommittee chair ahead of time.
- Program development manager will collect feedback information about different programs to assess their performance on a need basis.

## 6. SPECIAL EVENT(S) PLANNING:

- Any special events such as an all day workshop or fundraiser should be planned ahead of time so that there is enough time to discuss the purpose of the event, the title and the nature of lectures or presentations. This will also allow enough time for advertisement of the event for maximum member participation.
- The invited guest's background and his/her speech must be in line with the overall educational policies and goals of PC.
- The outline of the speech must be provided in advance, and after approval, it will be posted on the IMAN website.
- The planning of the event should be coordinated with the Hospitality and Facilities sub-committees, so that there is ample time to plan and coordinate volunteers and logistics such as opening/closing of the facility and any refreshments, if needed, for the planned event.
- When inviting special guest speakers, we should be able to state why we are inviting the specific guest and what are we going to learn from him/her in person that we would not learn otherwise.

## 7. FREQUENCY OF ANNOUNCING PROGRAMS:

The details of the weekly programs, along with the names of the speakers and the title of their speeches shall be posted on the web site and in the weekly email announcement. Additionally, for outside speakers and those who are not well known to our community, the speaker's biography shall be included in the announcement to better introduce them to the community.

## 8. PROGRAMS:

- a. Daily Evening Prayers
- b. Tuesday Dua-e-Tawassul
- c. Thursday Evening Program
- d. Friday Noon Prayer
- e. Friday Evening Program
- f. Sunday Fajr Prayer
- g. Sunday Dhuhr Prayer
- h. Muharram, Ashura & Arbaeen Programs
- i. Holy month of Ramadhan
- j. Eid-ul-Fitr and Eid-ul-Adha
- k. Encompasses religious programs: Commemorating Wiladat, Wafat and Shahadat during the Islamic Calendar (according to the World Federation Calendar)

## 9. PROGRAM DETAILS:

### 9.1 DAILY EVENING PRAYERS:

*Nature of Program:* Evening Congregational Prayers.

*Frequency of the program:* Every evening.

## 9.2 Tuesday Dua-e-Tawassul:

*Nature of Program:* After the daily evening congregational prayers, Dua-e-Tawassul is recited on Tuesday evening.

*Frequency of the program:* Once a week

## 9.3 THURSDAY EVENING PROGRAM:

*Nature of Program:* C, S

*Frequency of the program:* Once a week

(C) The classical part consists of Du'a-e-Kumayl and Ziyarat-e-Waritha

(S) The Semi-classical part is a short lecture, couple of times a month. Some standard topics could be:

- Presentation about the beginning of an Islamic month
- Lecture on 14 masumeen.
- Discussion on the meaning of Du'a Kumayl. For example take a paragraph from the Du'a and explain the meaning (more like a tafseer) and show the Quranic roots of it.
- Discussion on the concept of Du'a in Islam, its relevance, importance, etc.
- Discussion about Imam Ali( AS) and Nahjul Balaqah

These lectures should be about 20 to 30 minutes max.

## 9.4 Friday Noon Program:

*Nature of program:* C, S

*Frequency of the program:* Once a week

(C) The classical part is Juma prayer

(S) The Semi-classical part is the lecture which should be for about 20 min.

The lecture part should encompass Theme of the month and follow a format. Lecture should not be on random topics. Examples are:

- Choose a topic such as Akhlak and determine the number of khutbahs needed to cover the topic, so the schedule can be put on the web site in advance.
- Choose a series of topics and present them in multiple sessions such as life and teachings of an Imam during a month
- Talk about specific topics, example would be Meraj

The point is we would like to see consistency, building knowledge base and relevancy.

## 9.5 FRIDAY EVENING PROGRAM:

*Nature of program:* C, S

*Frequency of the program:* Once a week

(C) The classical part is a relevant Du'a(s)

(S) The Semi-classical parts are the:

- Reflection of the Week, which should be about 5-10 mins long.
- Lecture, which should be about 20-30 mins long.

During the regularly planned events and on once a month basis, the speakers are:

- IMAN's Spiritual leader
- An IMAN Board member
- An outside speaker, either out of town or a local speaker

### 9.5.1 Lecture Requirements

Below we have listed the 3 sets of requirements that each lecture must have, must not have, and is suggested to have.

#### Must have:

1. Clarity in message
2. Strong presentation
3. Spiritually uplifting + direction / connect with Allah
4. Increase religious knowledge
5. Connection with current events

6. Connect with Audience
7. Encourage individual development
8. Encourage community development
9. Clear take-aways

Suggested to have:

1. Connect lecture to religious holidays/commemorations of that week.

Must NOT have:

1. Disrespect any gender, culture, ethnicity
2. Go over allotted time.
3. Misrepresent any hadith/Quran
4. Misrepresent any madhab (shia or sunni)
5. Partisan politics

*9.5.2 Materials to Submit to Program Committee*

Three days in advance of the lecture, the speaker should send out the following materials to the Program Committee email [imanprograms@yahoo.com](mailto:imanprograms@yahoo.com) , unless otherwise stated.

1. Speaker Bio
2. Outline of lecture

In addition to the above, PC may also require the speaker to provide the details of the lecture in advance.

## 10. CRITERIA FOR HOLY MONTH OF RAMADHAN PROGRAMS:

- The Ramadhan speaker must possess the qualities that are described under speaker guidelines in section 5.1.
- On the nights of Zarbat, we should have traditional programs.
- During the month, the presentations should put emphasis on the spiritual message of Ramadhan, the character and the teachings of Imam Ali (AS) and the history of events.
- The lecture parts of the programs during Ramadhan should cover materials on and about Holy Qu'ran as much as possible.
- A list should be provided ahead of time for people who want to recite different du'as, marthia, etc.

### 10.1 CRITERIA FOR AN OUT OF TOWN SPEAKER FOR SPECIAL EVENTS SUCH AS HOLY MONTH OF RAMADHAN AND MUHARRAM:

In general, before we invite speakers from out of town we should take advantage of local speakers. However, should we decide to invite an out of town guest speaker, the speaker goals and guidelines described in section 5.1 should be followed closely. In addition to the guidelines of section 5.1, the following supplementary guidelines should be considered when inviting out of town speakers:

- Have a good command of English language
- Be a dynamic speaker
- Have good communication skills
- Be familiar with American culture, both its positive and negative aspects, its peculiarities and idiosyncrasies.
- Have an exemplary background at least in one area of Islamic religious sciences.
- Not be ethnocentric or culturally biased.
- Speaker should be able to follow goals and guidelines of IMAN programming sub-committee.