

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In the Name of Allah, Most Compassionate, Most Merciful



Al-Huda Islamic Center, Inc.

Imam Portfolio

Qualifications

Required Qualifications:

1. Formal education, preferably in Islamic studies.
2. Comprehensive understanding of Islam
3. Adequate knowledge of *fiqh* to teach and counsel the community on matter of *fiqh*. This should include general awareness of the differences of opinions and practices among different school of *fiqh*.
4. Proficient in *tajwid* rules to ensure correct recitation of the *Qur'an*. Memorized several small and medium *surahs* of the *Qur'an*. *Hefzul Qur'an* is highly preferred.
5. Adequate knowledge of the *Sirah* of the Prophet, and acquaintance with *hadith* and its collection and usage.
6. Effective English communication skills.
7. Training and experience in delivering the *Jum'ah Khutbah*.
8. Valid immigration status, preferably US citizen or permanent resident.

Desirable qualifications:

1. Training in conflict prevention and resolution.
2. Capacity to represent the Muslim community and speak to the media
3. Dynamic personality and motivational speaker.
4. Experience in speaking with Jews, Christians and other non-Muslims about Islam.
5. Experience in providing funeral.
6. Experience in teaching and counseling of children, youth, and adults.
7. Training in interfaith relations and is able to introduce Islam to people of other faiths.
9. Training in family counseling.

Responsibilities

Being a diverse community, Al-Huda community expects of the Imam to:

1. Lead the daily prayers at the *masjid*.
2. Lead *Jum'ah* prayer and gives the *khutbah* except when there is a guest *khatib*.
3. Lead Eid Prayers and gives the *khutbah* except when there is a guest *khatib*.
4. Lead the *Taraweeh* prayers.
5. Provide funeral services and guidance.
6. Provide matrimonial and divorce counseling and service.

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7. Provide counseling and guidance services as needed.
8. Teach *Qur'anic* studies, *Tajwid*, *Tafsir*, *Hadith*, *Sirah*, *Fiqh*, and other *Halaqas*.
9. Participate in the community activities that further good interfaith and public relations for Islam and Muslims.
10. Act as a resource person for other activities that the community organizes.

In addition to the above responsibilities that are functional in nature, the following general requirements pertaining to routine activities and general conduct that must be observed by the Imam:

1. The Imam is expected to work about 40 hours a week.
2. The Imam is expected to maintain regular and convenient office hours at the masjid for members of the community who seek counsel and guidance.
3. The Imam shall interact with all persons and organizations, Muslim and non-Muslim, in a manner that reflects positively on the masjid.
4. The Imam shall conduct himself at all times in ways that foster unity and a sense of inclusion among all members of the local Muslim community, and promote broad participation in Islamic and community activities.
5. The Imam shall not discriminate on the basis of *madhhab*, sect, gender, race, nationality, ethnic origin, citizenship, political affiliation, or economic status.
6. The Imam shall conduct himself at all times in a manner that is respectful of the history and diversity of the local Muslim community and must show sensitivity to the needs of the local population.
7. The Imam shall refrain from making any political statements or statements about sensitive issues without the prior consultation with the Executive Committee (EC).

(End)

(Approved by Executive Committee on December 11, 2006)