

# خُطْبَةُ الْجُمُعَةِ

## Khutba Training Workshop

Presenters: Abdulfattah, Abul Ala

We learn:

- 10 % of what we read,
- 20 % of what we hear,
- 30 % of what we see, and
- 70 % of what we speak.

### Workshop Outline

**Importance of Friday Prayer – Abdulfattah**

**Responsibilities of the Khatib – Abul Ala**

**Standard format of a Khutba – Abdulfattah**

**Do's of Friday Khutba – Abul Ala**

**Don'ts of Friday Khutba – Abul Ala**

**Researching for Topics – Abdulfattah & Abul Ala**

**Practice Session – Abdulfattah**

### References:

- Speaking for Change – Wael Alkhairo
- Friday Khutba Training, Dr. Yahia Abdul-Rahman - [http://islamicity.com/library/Articles/Khutba\\_GuideLine.htm](http://islamicity.com/library/Articles/Khutba_GuideLine.htm)
- Talking Skills - <http://www.dawanet.com/talkingskills/default.asp>

## Importance of Friday Prayers

The word Jumu'ah **جُمُعَة** is derived from the Arabic verb Jama'a **جَمَاعَة** – 'to put together,' 'to gather.'"

1. It is a FARD **فَرَض** (Required). It cannot be waived except for a valid excuse as ordained by the Islamic jurists.
  - a. It is ordered in the Qur'an : Al-Jumu'ah 62 : 9

يٰۤاَيُّهَا الَّذِيْنَ ءَامَنُوْا اِذَا نُوْدِيَ لِلصَّلٰوةِ  
مِنْ يَوْمِ الْجُمُعَةِ فَاسْعَوْا اِلَى ذِكْرِ اللّٰهِ  
وَذَرُوْا الْبَيْعَ ذٰلِكُمْ خَيْرٌ لَّكُمْ اِنْ  
كُنْتُمْ تَعْلَمُوْنَ ﴿٩﴾ فَاِذَا قُضِيَتِ الصَّلٰوةُ

O ye who believe! When the call is proclaimed to prayer on Friday (the Day of Assembly), hasten earnestly to the Remembrance of Allah, and leave off business (work): that is best for you if ye but knew!

- b. The Prophet's, **صلى الله عليه وسلم**, sayings:

Abu Hurairah narrates that the Messenger of Allah, peace be upon him, mentioned Friday and said: "In that day there is a time in which any Muslim who asks Allah something while praying, Allah will grant it." (Bukhari, Muslim)

"Whoever misses Jumu'ah three times consecutively out of negligence, Allah will put a seal on his heart. (Al-Nasai)

2. It is a weekly "State of the Community" address and the best forum of:
  - a. educating and bonding the community
  - b. uniting the community
  - c. giving hope to the community
  - d. guiding the community,
  - e. improving the quality of the community and
  - f. propagating Islam (da'wah).

## Responsibilities of the Khatib <sup>خطيب</sup> (Speaker)

1. The Khatib's **dress** should be modest, not tight, clean and humble.
2. The Khatib should have read the Qur'an, understood it well and continues to make serious efforts to understand it further, and to memorize as much as possible of it. Remember that the one who is most qualified to lead is the one who understands the Quraan and who lives according to it.
3. The Khatib should be the **example** and the model for the community, the heart of the community, and the tongue of the community. He should be able to listen to the community, express and articulate its pains, its aspirations and its dreams.
4. Choose a relevant, interesting and useful **topic**
5. Consider the **congregation's physical situation** and plan to deal with it to overcome distractions.
6. Be understanding of the **limitations of human nature** and plan to deal with them.
7. **Prepare** the Khutbah in advance.
8. **Give reference** to all the arguments.
9. **Respect** the congregation's integrity and intelligence.
10. Speak to the audience according to their **level**.
11. Carefully select the words and ideas, taking into **consideration cultural sensitivities**.
12. Stay within **time limits**.

## The Standard Format of Khutba خُطْبَةُ الْجُمُعَةِ

- The Khutba must consist of two parts with a short break between them.
- Can be in any other language beside Arabic. But references to the Quran and Hadith, and Duas are preferred to be in Arabic.

### Steps:

1. Before beginning, say 'Assalamu Alaikum' السَّلَامُ عَلَيْكُمْ and sit down while the call to Jumu'ah prayer (Adhan أَذَان) is made.

### First Part

2. Start the first part of the khutba by praising Allah and reciting al shahadah. الْحَمْدُ لِلَّهِ
3. Advise the worshippers to be conscious of Allah and to fear Him (Taqwa). [See enclosed document]
4. Define what you want to talk about/ the theme of the Khutba
5. Main body of the first part.
6. Conclusion of the First Part of the Khutba:  
The first part is concluded with an invitation to the congregation to make a du'aa (supplication):"  
ادعوا لله يغفر لكم  
Meaning: Make a supplication to Allah, He will accept your prayers & forgive your sins
7. Sit down & make a du'a yourself.

### Second Part

8. Repeat 2
9. The body of the second khutba can be a continuation of the first part, or it can be a new topic, or just a dua. It is often effective to use the second part to summarize the khutba and draw it to a conclusion.
10. Conclusion of the Second Part of the Khutba:

### **Sending blessings on the Prophet, his family, and all the righteous people.**

Allahumma Salli A'la ... اللهم صلي على سيدنا محمد وعلى آل سيدنا محمد

### **The Du'aa الدعاء – Supplication:**

"" Allahuma' Eghfir Lil' Muslimeena wal Muslimat اللهم اغفر للمسلمين والمسلمات.... Stop for the congregation to say AAMEEN"

"" Wal Mougineena wal Mouginaat والمؤمنين والمؤمنات...Stop for aameen"

"" Al-Ahyaa'ee minhum wal amwat والأحياء منهم والأموات...stop for aameen"

"Innaka samee'un mujibul dawat إِنَّكَ سَمِيعٌ مُجِيبُ الدَّعَوَاتِ... stop for aameen"

Meaning:

"Almighty God, forgive the Muslim men and women,  
Forgive the believing men and women,  
Those who are alive and those who died,  
You are indeed the One who listens and accepts all supplications"

**Concluding Statement:**

<p>11. Ibada Allah: Inna Allah Ya'amuru Bil Aadli wal Ihsan, wa Ita'ee Zil Qurbaa Wa Yanhaa Anil Fahshaa'ee wal munkaree wal bagh'yi Ya'Izukum La'allakum tazakkaroon"</p>	<p>عباد الله ، إن الله يأمر بالعدل والإحسان ، وإيتاء ذي القربى ، وينهى عن الفحشاء والمنكر والبغى ، يعظكم لعلكم تذكرون .</p>
--	---

12. Meaning:

""Servants of Allah:

Indeed Allah orders us to be just and to excel in what we do,  
Be generous and to take care of our kin and relatives,  
Never do what is forbidden of all sins and  
Not to transgress,  
He almighty advises you so you can remember""

Then you conclude by saying to the mu'azzin:  
Aqimi Salah (Asking to call for the prayers)

13. Then you come down to lead the prayers.

## **Do's of Friday Khutba**

1. Be brief and to the point. Khutba should not exceed 20 to 25 minutes.
2. Be Optimistic and positive. Never complain.
3. Be cheerful and never forget to smile, always with sincerity.
4. Be honest and straight in your statements and clear.
5. Motivate the community.
6. Try to be as general in your statements as possible, especially regarding nationalities and ethnicity. Remember that you have a diverse audience.
7. Be current in your examples and themes.
8. Be organized and structured. Write your Khutba. You may use script or note cards.
9. Use simple words. Remember to speak slowly and punctuate. Use simple and easy English.
10. Have a positive delivery style with a lot of energy and enthusiasm.
11. Use eye contact. You need to give the feeling that you really are talking to each individual in the congregation.
12. Initiate action before you conclude the second part of the Khutba. Let people leave the masjid with a list of things to do.
13. Be people oriented. When you are seated getting ready to deliver the Khutba, use eye contact, smile great people and be sincere.
14. Read people's eyes while delivering the Khutba.
15. After the prayer, spend at least 15 minutes mingling with people shaking their hands, hugging them if applicable and look in their eyes as if you are asking (begging) for feedback.
16. Listen carefully when they start to speak to you their feelings and feedback. Never discount what they tell you. Never be defensive. Never justify. Explain what you meant and show empathy. Then you correct yourself in the next Khutba.

## **Don'ts of Friday Khutba**

1. Never go over the time given.
2. Never Shout or whisper.
3. Never give a Khutba without extensive preparation for it. Remember that it is a very serious responsibility.
4. Never use the Minbar (pulpit) to attack persons regardless of what your justification is.
5. Never be controversial.
6. Never read your Khutba as if you are just reading. Live your Khutba.
7. Never think to isolate your community.
8. Never single out another community and play the elite, who has done it all, and who knows it all.
9. Never be self-serving.
10. Never be too emotional. However, you need to show your personality by expressing your feelings honestly.
11. Never be negative.
12. Do not walk around. Stick to one place.
13. Do not try to initiate discussion.
14. Never give a Khutba and run. Stay behind to shake hands with almost every member of the community.