



Khateeb Workshop Itinerary

Thursday

9:00pm to 9:45pm

Welcome Session - Yaser Birjas, Nouman Ali Khan, AbdulNasir Jangda

Introduction to what will be covered, discuss the need for such a workshop.

Friday

8:30am to 9:00am

Presentation of Survey Results - Omar Usman

A national survey was taken online leading up to the Khateeb workshop, and we will share the results here of what people want to hear and not hear in khutbahs.

9:00 - 12:00pm

Goals and Purpose of the Khutbah in Light of a Study of Surah Al Jumu'ah - Nouman Ali Khan

- a. For a community
- b. For an individual
- c. Relevant vs. Abstract
- d. Knowledge vs. Reminder (intellectual vs. spiritual)
- e. Influencing attitudes vs. Influencing behavior
- f. What should the intended outcome be?
- g. Its strategic role in keeping the prophetic legacy alive
- h. The importance of encouraging people to come early

12:00 - 1:00

Sunan and Etiquettes of Juma - Yaser Birjas

Practices of the Prophet (saw) in coming to Juma
Salat on the Prophet (saw)
Special timing of Dua on Fridays

1:00 to 3:30 - Juma and Lunch

Khutbah by Yaser Birjas

3:30 - 5:30

Mastery of the Minbar - Yaser Birjas

Khutbah preparation
Appearance
Logistics of the Minbar
Arriving at the Masjid
On the Minbar
Dealing with the Crowd
Meeting People after Khutbah

5:45 - 6:30

Communication Techniques for the Khutbah - Nouman Ali Khan

6:30 - 7:10

Khutbahs from the Seerah - Nadim Bashir

Examples of Khutbahs given by the Prophet (saw) and his Companions (ra)

7:10 - 7:30

Personal Journey as a Khateeb - Nadim Bashir

Saturday

9:00am - 1:00pm Fiqh I

Fiqh of Salat al Jumua - Yaser Birjas and AbdulNasir Jangda
Timing of Juma - AbdulNasir Jangda
Adhan(s) - AbdulNasir Jangda
Sunnah Prayers before/after - Yaser Birjas
Tahiyatul Masjid During Khutbah - AbdulNasir Jangda
Joining Juma Late - AbdulNasir Jangda
Combining/Travelling - Yaser Birjas and AbdulNasir Jangda
Multiple Khutbahs - AbdulNasir Jangda
Women Leading - Yaser Birjas and AbdulNasir Jangda
Fiqh of Khutbah - Yaser Birjas
Reading from Electronic Devices - AbdulNasir Jangda
Fiqh of Dua in Khutbah - Yaser Birjas
Language of Khutbah - AbdulNasir Jangda
Fiqh of Eid Khutbah - AbdulNasir Jangda
Fiqh of Janaza - AbdulNasir Jangda

1:00 - 2:00 - Dhuhr and Lunch

2:00 - 3:00 Fiqh II

Fiqh of Leading Salah - Yaser Birjas and AbdulNasir Jangda

Straightening the rows and announcements before Salah
Appropriate recitation
Sajdah al-sahw
Fulfilling the Arkan of Salah

3:00 - 4:00

Khutbah Topic Selection - AbdulNasir Jangda

4:00 - 4:30

How to Research a Khutbah in English - Omar Usman

Practical guide and look at resources in the English language that Khateeb should have handy.

4:30 - 5:30

Surah Kahf - Nouman Ali Khan and AbdulNasir Jangda

Virtues of the Surah
Brief synopsis of the themes in Surah Kahf
Why Surah Kahf is singled out for Fridays

5:30 - 8:00

Panel Q&A - Yaser Birjas, Nouman Ali Khan, AbdulNasir Jangda

A closed Q/A session that will address many of the logistical and miscellaneous issues that go into a khutbah. Questions are pre-selected by the instructors and will provide feedback on many of the 'random' things that people come across, but do not themselves warrant an independent session.

Sunday

9:00am - 1:00pm

Rest and preparation for Monday's Khutbah practice. No formal session will be held at this time.

1:45 - Dhuhr

2:00 - 3:00

Adab of the Khateeb - Ahmed Alarafi

3:00 - 4:00

Giving Khutbah After a Natural Disaster - Azhar Azeez

Responding to crisis situations
Emergency fundraising

4:00 - 5:00

Giving Khutbah in Interfaith settings or with Non-Muslim Visitors - Imam Zia Sheikh

Etiquettes of hosting Non-Muslim guests in the Masjid during Juma
Common questions that arise
Interacting with guests after Juma salah and answering questions

5:00 - 5:30

How to Deliver Khutbah in a College Setting (MSA) - AbdelRahman Murphy

What makes a khutbah different when addressing it to college or even high school students?
Issues to focus on
Knowing the situation of our youth

5:30 - 6:00

Dress Code for a Khateeb - AbdulNasir Jangda

Dress, grooming, and hygiene for the Khateeb.

6:00 - 6:45

Utilization of Quran and Hadith in Khutbahs - AbdulNasir Jangda and Nouman Ali Khan

How to effectively use and quote ayaat and hadith during the Khutbah.

6:45 - 7:15

Know Your Role - AbdulNasir Jangda

Balance between educating the community from the minbar while also realizing one's limitations.

7:15 - 8:45 Dinner and Maghrib

9:00 - 10:00

Open Q & A - AbdulNasir Jangda, Yaser Blrjas, Nouman Ali Khan

Monday

9:00am - 11:45am

Practice Khutbahs - Yaser Birjas, Nouman Ali Khan, AbdulNasir Jangda, Zia Sheikh, Nadim Bashir,

Topics will be handed out on Friday and students will present a 10 minute khutbah that they prepared during the downtime on Sunday. Goal of this exercise is for students to hone their presentation and khutbah skills with one-on-one instruction from a teacher.

11:45 - 1:45pm

Khatirah Practice Speeches - Yaser Birjas, Nouman Ali Khan, AbdulNasir Jangda, Zia Sheikh, Nadim Bashir, Wisam Sharieff

Students will be assigned a random hadith or ayah and 2 minutes to prepare a 5 minute khatirah. Students will be given feedback regarding their ability to give a well delivered, meaningful, and creative khatirah on the spot.

1:45 - 2:30 Dhuhr and Lunch

Special address by Wisam Sharieff during lunchtime on the perception and reputation of the Khateeb based on his tajweed/pronunciations.

2:30 - 4:30

Situational Speech Practice - Yaser Birjas, Nouman Ali Khan, AbdulNasir Jangda, Zia Sheikh, Nadim Bashir, Wisam Sharieff

Students will be assigned a hypothetical situational topic and given 5 minutes to prepare a 5 minute speech. Students will be given feedback on how well they addressed the topic, the coherency and fluency of the speech, and their ability to think on their feet.