



WORDS OF WISDOM: A KHATEEB WORKSHOP

PART ONE: JUMU'AH PRAYER AND FIQH OF THE KHUTBAH – MUFTI RABANNI

- **JUMU'AH REQUIREMENTS**
 - THE FRIDAY JUMU'AH PRAYER IS FARD ON ALL RESIDENT MALES IN SAFE HEALTH
 - KHUTBAH AND PRAYER MUST BE WITHIN THE TIME OF DHUHR
 - MINIMUM OF 2 PEOPLE ARE REQUIRED TO BE PRESENT FOR KHUTBAH – MINIMUM OF 4 PEOPLE ARE REQUIRED TO BE PRESENT FOR PRAYER
 - KHUTBAH MUST PRECEDE THE PRAYER - 2 RAK'AT AND REPLACES NORMAL DHUHR PRAYER
 - * SUNNAH TO PERFORM EID KHUTBAH AFTER PRAYER
- **JUMU'AH SUNNAHS**
 - BOTH ADHAN
 - PERFORMING GHUSL, USING MISWAK, WEARING SCENT, WEARING WHITE
 - RECITING SURAT AL-KAHF, ARRIVING EARLY
 - HIGHLY RECOMMENDED FOR KHATEEB TO PERFORM THESE SUNNAHS
 - * PROHIBITED TO MAKE ANY NOISE ONCE KHATEEB HAS ASCENDED TO MIMBAR
- **FIQH AND REQUIREMENTS OF KHUTBAH**
 - TWO KHUTBAHS DIVIDED BY A SHORT REST (SITTING)
 - START KHUTBAH WITH SALAM BEFORE THE ADHAN
 - MUST BE IN A STANDING POSITION WHEN DELIVERING KHUTBAH
 - PRAISE OF ALLAH
 - SEND SALUTATION UPON THE PROPHET(SWS)
 - CALL TO TAQWĀ
 - VERSE OF QUAR'AN
 - * ONLY 1 TASBIH, TAHLIL, OR TAHMID, BUT THIS IS MAKRUH
 - GENERAL DU'A FOR FORGIVENESS – KHATEEB DOES NOT RAISE HIS HANDS
- **RECOMMENDATIONS**
 - RECOMMENDED TO NOT MAKE KHUTBAH EXCESSIVELY LONG – ABOUT SAME DURATION AS SALAT
 - RECOMMENDED TO GIVE SOME SORT OF ADVICE – HADITH OF THE PROPHET(SWS)
 - FOLLOW YOUR LOCAL MASJID'S STANDARDS – (BAYAAN BEFORE KHUTBAH)
 - SERMON OR ENGLISH SPEECH AFTER VERSE OF QUR'AN
- **GIVING A KHUTBAH – AN OUTLINE**
 - FIRST KHUTBAH (PART 1)
 1. **PRAISE OF ALLAH:** AL-ḤAMDU LILLĀHI RAB AL-'ĀLAMĪN
 2. **SALUTATIONS:** ALLĀHUMMA ṢALLI 'ALA SAYYIDINĀ MUḤAMMAD WA 'ALĀ ĀLIHI WA ṢAḤBIHI WA SALLIM
 3. **TAQWĀ:** ŪṢĪKUM BI TAQWĀ ALLĀH **OR** YĀ AYYUHĀ AL-LADHĪNA ĀMANŪ ITTAQŪ ALLĀHA ḤAQQA TUQĀTIHI WA LĀ TAMŪTUNNA ILLĀ WA ANTUM MUSLIMŪN
 4. **VERSE FROM QUR'AN** (PRECEDED BY A'ŪDHU BILLĀHI MIN ASH-SHAYṬĀN AR-RAJĪM)
 5. **FIRST SERMON:** INTRO-BODY-CONCLUSION
 6. ASTAGHFIR ULLAHA AL-'AẒĪM LĪ WA LAKUM WA LĪ JAMĪ' AL-MUSLIMĪN, FA-STAGHFIRŪHU INNAHU HUWA AL-GHAFŪRU AR-RAḤĪM

7. SIT DOWN BRIEFLY

- SECOND KHUTBAH (PART 2)

8. STAND UP

9. PRAISE OF ALLAH: AL-HAMDU LILLĀH

10. **TAQWĀ:** . ŪSĪKUM WA NAFSĪ BI TAQWĀ ALLĀH

11. SECOND SERMON: OPTIONAL

12. INNA ALLĀHA WA MALĀ'IKATAHU YUŞALLŪNA 'ALĀ AN-NABĪ, YĀ AYYUHĀ AL-LADHĪNA ĀMANŪ
SALLŪ 'ALAYHI WA SALLIMŪ TASLĪMĀ

13. ALLĀHUMMA IGHFIR LIL MU' MINĪN WA AL-MU' MINĀT

14. INNA ALLĀHA YA'MURU BIL 'ADLI WA AL-IḤSĀNI WA IYTĀ' I DHI L-QURBĀ, WA YANHĀ 'AN L-FAHSHĀ' I WA L-MUNKARI WA L-BAGHĪ, YA'IZUKUM LA'ALLAKUM TADHAKKARŪN.

15. FADHKURŪ L-ALLĀHA AL-‘AẒĪMA YADHKURKUM, WASHKURŪHU ‘ALĀ NI‘AMIHI YAZIDKUM, WA LĀ DHIKRU L-ALLĀHI AKBAR

16. WA AQIM AS-SALĀH

17. END OF KHUTBAH – BEGIN PRAYER

PART TWO: PUBLIC SPEAKING AND OTHER VALUABLE TIPS – SHEIKH MOHAMMED ISHTIAQ

- SPEAKING CLEARLY
- READING DIRECTLY FROM NOTES
- APPEARANCE
- ARRIVING AT THE MASJID
- ATTAIN PEOPLES' ATTENTION
- DEALING WITH CROWD – NERVOUSNESS

NOTES:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.