



# CONTRACT FOR THE APPOINTMENT OF THE IMAAM

Date: \_\_\_\_\_

Muhtaram Moulana \_\_\_\_\_

*Assalamu Alaikum Warahmatullahi Wabarakatuhu*

It gives us great pleasure to confirm your appointment as an Imaam of the \_\_\_\_\_

We make dua to Allah Ta'ala that He accept us all to serve His Deen with sincerity and dedication at all times. *Aameen.*

The following are the terms and conditions of the appointment:

1. You are appointed to the position with immediate effect.
2. Your salary as of the end of \_\_\_\_\_ will be \_\_\_\_\_ per month. The salary will be reviewed at the discretion of the Trust.
3. This appointment is on a one year basis and will be reviewed at the end of each year.
4. While it is understood that the labour laws of South Africa govern this employment as well, all aspects of this contract will be conducted purely in terms of the dictates of Shariah. Both parties firmly commit themselves not to make any demands on one another during the subsistence or termination of this contract on the basis of South African labour laws where such demands are not valid in terms of the Shariah.
5. In the event of any dispute in any matter, it will be referred to an arbitration committee appointed by the Shura of Madrasah Taleemuddeen, Isipingo Beach. The decision of the arbitrators will be binding on both parties.
6. Your primary duty as the Imaam will be to lead the community in all aspects of Deen. This will include, but not be limited to, the following:
  - a) Performance of all Salaah.
  - b) Ensuring that the azaan is called out timeously.
  - c) Establishing the maktab in the community and overseeing all its needs.
  - d) Conducting programmes on important and auspicious occasions.
  - e) Attending to Nikahs, Janaazahs and other general needs of the community.
  - f) Providing guidance to the community in Deeni and social matters.
  - g) Conducting of weekly programmes of Islaah and masaail for adults as well as youth.
  - h) To visit the sick in the community.
  - i) To establish the work of Da'wat and Tableegh.
7. In the performance of your duties you will be guided by the Qur'aan and Sunnah. You will deal with the community with hikmah (wisdom) and mawizatil hassanah (good counsel). At no time will any individual or group be made a target of attack or insult. Rather every effort within the limits of Shariah must be made to unite the community.
8. The Masjid and the mimbar will be your responsibility and under your control. No person will be allowed to perform any salaah or conduct any program without your permission

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or the permission of the Trustees. The notice boards will also be under your control only. Ensure that the salaah times are changed correctly in the different seasons.

9. You will be entitled to sick leave and leave of absence in case of emergencies. Please inform \_\_\_\_\_ when you will be absent.

10. Your weekend leave and annual leave will be as follows:

**Weekend leave:** Every alternate weekend from Saturday, after Zuhr to Sunday Esha. (inclusive).

**\* The weekend off should as far as possible be maintained on the dates set in the weekend leave schedule. Should there be a need to swop the weekend, it should be done in consultation with the co-ordinator.**

**Annual Leave:** Three weeks a year.

**\*Leave will not be taken during the month of Ramadhaan as well as during Madrasah teaching days. Any unpaid leave will be with consultation. A leave form must be submitted to the co-ordinator.**

11. A committee has been appointed by the Trust to liaise with you on all matters. No other trustee or person will issue any directive to you. You will also direct any matter pertaining to your duties to the committee. Presently the liaison committee members are:

\_\_\_\_\_  
\_\_\_\_\_

12. You will be required to supervise the Muazzin and the cleaner with regard to all his duties and guide him in all matters in an appropriate manner.

13. Despite anything recorded above, you will always discharge your duties with the spirit that is required for such a position. Hence, at times the situation may demand that you perform beyond the call of formal duty. Thus you will respond positively in such situations keeping in mind that your service in reality is a service to Deen and not any organisation. Hence true compensation and remuneration will only be from Allah Ta’ala.

We shall be pleased to have your acceptance of the above position. For record purposes, please sign the attached copy of this contract and return to the committee. We take this opportunity of welcoming you. We make earnest dua that our association will be long and a mutually beneficial one. May Allah Ta’ala accept all of us to serve His Deen at all times. Aameen.

Yours in Islam

\_\_\_\_\_  
Chairman of Trust

\_\_\_\_\_  
Witness

I agree to the appointment on the terms and conditions stated above.

\_\_\_\_\_  
Imaam