

AMERICAN MUSLIM DIVERSITY ASSOCIATION (AMDA)
Project Description & Contract

TITLE: Imam.

REPORT TO: Board of Trustees of American Muslim Diversity Association.

REPORTING REQUIREMENT: Provide monthly written report (one page) regarding activities performed to fulfill this contractual obligation to the Board of Trustees. Email report to trustees@amda.us by 3rd of each month following the month for which the report is prepared.

SUPERVISE: None.

CONTRACT PERIOD: May 1, 2010 to April 30, 2011.

GOAL:

- To provide Islamic religious guidance and establish a Muslim community according to the Holy Quran and the Sunnah of the Prophet (peace be upon him).
- To use leadership and administrative skills to develop, achieve and maintain the best possible religious environment for the members of AMDA that support the mission, vision and beliefs of American Muslim Diversity Association.

QUALIFICATIONS:

1. The Imam is preferred to be Hafiz of the Quran and must have sufficient knowledge of the religion Islam, the Hadith and the Sunnah of the Prophet (PBUH).
2. Hold a bachelor's degree in Islamic Studies or related field.
3. Must be fluent in spoken and written English as well as spoken and written Arabic.
4. At least five years of experience as an Imam.
5. Should be able to interact with the youth and understand challenges faced by them while living in a non-Muslim environment.
6. Must have excellent interpersonal, communication and judgment skills, and ability to work with individuals from diverse backgrounds.
7. Experienced in interfaith relations, should be able to introduce Islam to people of other faiths.
8. Masters tajweed rules to ensure correct recitation of the Qur'an.

TIME COMMITMENT: At a minimum of 25 (Twenty five) hours time commitment is expected per month including delivering khutba and leading jamah during second Jumah or a minimum of 20 (Twenty) hours is expected when second Jumah is not being held.

RESPONSIBILITIES:

1. Lead congregation and conduct AMDA related religious activities utilizing Hanafi School of thought as reference.
2. Between Monday and Wednesday lead a minimum of 12 prayers in Jamah (Maghrib or Isha) per month at location decided by AMDA. On each Friday and a week in advance, schedule of presence for the following week should be published.
3. Maintain office hours and counsel congregation members as needed. Office hours should be published in advance.
4. Lead Jumah prayer and give khutbah at location decided by AMDA except when there is a guest khatib.
5. Invite guest khatib for Jumah prayer.
6. Participate in monthly family get together on dates decided by AMDA.
7. Lead Eid Prayers and give khutbah at location decided by AMDA except when there is a guest khatib.
8. Document all khutab and file those with AMDA.
9. Publish religious or issue article/s in AMDA newsletter to spread Islam.
10. Conduct activities on Tafsirul Quran, Hadith, Sirah, Fiqh, Khutba training.
11. Represent AMDA in activities that improve interfaith and intra-faith relationship of Islam.

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In the name of Allah, the Compassionate, the Merciful. Praise be to Allah, Lord of the Universe, Master of the Day of Judgment

12. Establish and maintain relationships with local community groups and individuals to foster understanding and solicit support for AMDA activities.
13. Participate in activities that will spread Islam and showcase the peaceful nature of Islam.
14. Provide for the spiritual growth of the youth through educational programs and other activities.
15. Work with Board of Representatives on fundraising programs.
16. Make recommendations for implementation of religious activities.
17. Work with members of the leadership team on religious matters and issues.
18. Participate in meetings by the invitation.
19. Respond to written, oral, and electronic requests for information.

TERMS OF CONTRACT:

Imam will be an independent contractor of AMDA. Contractor is responsible for tax and other payments required by IRS regulations. AMDA is not responsible for unemployment insurance. At the end of tax year AMDA will report payment to IRS. AMDA will provide applicable IRS reporting form intended for independent contractors.

The Board of Trustee shall reserve right to cancel this contract at any time with a written notice, if there are any violation in contractual agreement, any activities against principles of Islam, or any activity subversive to the mission and objective of AMDA by the Imam as determined by the Board of Trustees.

The Board of Trustee shall reserve right to publish detail of this contract and monthly reports in any form, but to respect individual privacy the details specified in REMUNERATION clause will be removed.

This contract can be cancelled at any time by either party provided a written notice is served with an effective date.

REMUNERATION:

For contracted time an office space will be provided and compensation will be \$XX00.00 (XXX thousand XXX hundred) per month for fulfilling contractual obligation as mentioned in responsibilities clause. In addition to the above mentioned remuneration, for delivering Khutba and leading prayer in second jamah on each Jumah day an additional compensation of \$XXX will be paid per occurrence.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which project goals are met. The Board of Trustee will perform the evaluation.

By signing below, I, Achmat Salie certify that I have read and understood this contract in its entirety, I, Achmat Salie also hereby accept the above terms and conditions and agree to provide the mentioned services to the American Muslim Diversity Association for the year 2010-2011 CE. (NOTE: The above job description reflects the general requirements necessary to describe the functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.)

(Encashment of June 1, 2010 payment check constitute acceptance of this contract)

(Achmat Salie) Date

(Signature in file)

(Moudud Rahman) Date

For Board of Trustee,
American Muslim Diversity Association