Imam Position Description

Job Title: Imam

Approved by: The Shura

Reports to: The President of Executive Committee

I. GOAL:

To provide Islamic religious guidance to Colorado Muslim Society’s (CMS) community and leadership for unifying the Muslims in Denver as well as the State of Colorado according to the Holy Quran and the Sunnah of the Prophet Muhammad ( صلى الله عليه وسلم).

II. REQUIRED QUALIFICATIONS:

The Imam must possess the following qualifications:

1. Master’s degree or currently pursuing Master's degree in Islamic Studies from an accredited or highly recognized Islamic institution. A Ph.D. is highly desirable and recommended.
2. At least five years’ experience as Imam or in a capacity involved in building Muslim communities.
3. Hafith or in the process of completing their Hafidh, able to recite the Quran with Tajweed fluency and is able to teach it to community members.
4. Hold the beliefs of Ahl al-Sunnah wal-Jama’ah.
5. Fluency in both the English and Arabic languages (oral and written).
6. Ability to work with individuals from diverse backgrounds.

III. DESIRABLE QUALIFICATIONS:

1. Training in conflict prevention and resolution.
2. Capacity to represent the Muslim community and speak to the media on matter related to Islam.
3. Dynamic personality, motivational speaker, and possesses good judgment.
4. Moderate-level of computer proficiency including Microsoft Office.
IV. IMAM RESPONSIBILITIES:

Functional Responsibilities

The Imam is responsible for overseeing and administering all Islamic programs, functions, and services for the community, including:

1. Leading daily prayers at CMS.
2. Leading the Jum’ah prayers (1st and 2nd) and delivers the khutbas except when there is a guest Khatib.
3. Leading the Eid prayers and delivers the khutbah except when there is a guest Khatib.
4. Leading the Tarawih prayers during the month of Ramadan.
5. Providing matrimonial and divorce advising and services.
6. Providing funeral services and guidance.
7. Participating in the evaluation and selection of qualified Islamic religious teachers and speakers.
8. Participating in reviewing and selecting information resources (books, periodicals, and media) pertaining to Islam for the school and library.
9. Participating at da’wah forums and building healthy relations with other groups and communities.
10. Participating and advising in CMS da’wah programs.
11. Developing and implementing Islamic educational programs for Muslim men, women, youth, and new Muslims.
12. Giving fatwas as needed.
13. Working with Shura and Executive Committee on annual fundraising programs.
14. Advising the Shura and Executive Committee of all religious occasions and events as requested.
15. Planning Imam’s activities.
16. Participating in and advising regarding other organized community activities.
Routine Activities

The Imam’s routine activities are as follows:

1. A 40+ hour workweek as required for most salaried positions.
2. Maintain regular and convenient office hours at CMS for members of the community (suggested hours: Thuhr – Asr; Maghrib – Isha, plus twice weekly morning hours).
3. Interact with all persons and organizations, Muslim and non-Muslim, in a good, Islamic manner that reflects positively on CMS.
4. Conduct himself at all times in ways that foster unity and a sense of inclusion among all members and other Islamic organizations of the local Muslim community, and promote broad participation in Islamic and community activities.
5. Does not discriminate on the basis of mathab, gender, age, race, nationality, ethnic origin, citizenship, political affiliation, or economic status.
6. Conduct himself at all times in a manner that is respectful of the history and diversity of the local Muslim community and must show sensitivity to the needs of the local population.

V. PERFORMANCE MEASURES:

Performance evaluation is based on the Imam’s ability to:

1. Meet the preset annual goals.
2. Demonstrate job knowledge as outlined above.
3. Demonstrate efforts toward community involvement and unity.
4. Demonstrate strong communication skills as well as organizational and planning skills.
5. Show initiative, dependability, and reliability.

The CMS Imam reports to and will receive an annual performance review by CMS’ President. Compensation is reviewed annually by the President, and recommended increases are submitted to the Shura for approval.