



Colorado Muslim Society (CMS)

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Imam Position Description

- Job Title:** Imam
Hiring by: The Shura
Reports to: The President

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:

Education

The Imam must possess the following educational qualifications:

1. Master's degree in Islamic Studies including from an accredited or highly recognized Islamic institution. PhD is highly desirable and recommended.
2. Hafiz and ability to recite the Quran and mastery of Tajwid rules to ensure correct recitation of the Qur'an and teach it to community members.
3. Hold the beliefs of Ahl al-Sunnah wal-Jama'ah.
4. Fluency in both the English and Arabic languages (Oral and written).

Work Experience

The Imam must have the following work experiences:

1. At least five years as Imam or in a capacity involved in building Muslim communities.
2. Teaching and presenting the Hadith and the Sunnah of the Prophet (صلى الله عليه وسلم).
3. Interpersonal communication, public relations, and working with individuals from diverse backgrounds.
4. Interacting with youth and understand their challenges while living in a non-Muslim environment.
5. Teaching and providing religious advice to women, youth and the elderly.
6. Da'wah relations and presenting Islam to people of other faiths.
7. Provide Religious advice related to Family Matters.
8. Interpreting and presenting Islam as a way of life that is relevant to being a citizen/resident of the

III. DESIRABLE QUALIFICATIONS:

1. Training in conflict prevention and resolution.
2. Capacity to represent the Muslim community and speak to the media.
3. Dynamic personality and motivational speaker and have judgment skills.
4. Experience in conducting funeral services. Lead Janazah Prayer and accompany family to Cemetery for every person.
5. Moderate level proficiency in computer usage.

IV. IMAM'S RESPONSIBILITIES:

Functional Responsibilities

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

1. Leading the daily prayers at the *Islamic center*.
2. Leading the Jum'ah prayers (1st and 2nd) and to deliver the khutbas except when there is a guest Khatib.
3. Leading the *Eid* Prayers and to deliver the *khutbah* except when there is a guest Khatib.
4. Leading the *Tarawih* prayers during the month of Ramadan.
5. Providing religious advice for matrimonial and divorce matters to families in need.
6. Providing funeral services and guidance. Lead Janazah Prayers and accompany the Mayet and family to the cemetery for every burial.
7. Providing for the spiritual growth through developing and teaching educational programs and other activities.
8. Teaching Islamic studies.
9. Participate in the evaluation and selection of qualified teachers and speakers.
10. Participate in reviewing and selecting information resources (Books, periodical and media) pertaining to Islam for the School and Library.
11. Provides other religious guidance services as needed.
12. Participates at Da'wah forum and build healthy relations with other groups and communities.
13. Represent the Society as the speaker to the Denver community at large on religious affairs.

14. Developing and implementing *Da'wah* program.
15. Developing and implementing educational program for the Muslim community as well as new Muslims.
16. Provide guidance for the spiritual growth of the youth through educational programs and other activities.
17. Give *fatwas* as needed (authoritative interpretation of the Qur'an and Sunnah).
18. Work with Shura and Executive Board on annual fundraising programs.
19. Advise the Shura and Executive Board of all religious occasions and events.
20. Plan Imam's activities and submit a monthly report of such activities to the Executive Board.
21. Act as a resource person for other organized community activities.
22. Perform other duties as assigned by CMS President.

Routine Activities

The Imam is expected to:

1. Work minimum 40 hours a week.
2. Maintain regular and convenient office hours at the Islamic Center for members of the community who seek counsel and guidance.
3. Interact with all persons and organizations, Muslim and non-Muslim, in a 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 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. Meeting the preset annual goals.
2. Demonstrated job knowledge as outlined above.
3. Demonstrated efforts toward community involvement and unity.
4. Demonstrated organization and planning skills.

5. Use of strong communication skills.
6. Show of initiative, dependability, and reliability.

The Imam's performance review will be conducted annually by the CMS President and the Report submitted to the CMS Shura Board.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Full Name

Signature

Date