

Khutbat-ul-Haajjah

إِنَّ	الَّ	حَمْدَ	لِ	لِلَّهِ	نَ	حَمْدُهُ	وَ	نَ	سَ	تَعِينُ	هُ	
His	help	seek	we	&	Him	praise/thank	we	Allah	for	praise/thanks	the/all	verily

وَ	نَ	سَ	تَغْفِرُهُ	وَ	نَ	عَوْدُ	بِ	اللَّهِ	مِنَ	شُرُورِ			
the	evils	from	Allah	in	seek	refuge	we	&	His	forgiveness	seek	we	&

أَنْفُسِ	نَا	وَ	مِنَ	سَيِّئَاتِ	أَعْمَالِ	نَا	مَنْ	يَهْدِي	هُ	اللَّهُ
Allah	him	guides	whoever	our	deeds	bad	from	&	our	selves

فَ	لَا	مُضِلَّ	لَ	وَ	مَنْ	يُضِلُّ	فَ	لَا	هَادِيَ	لَ	هُ		
him	for	guider	not	then	He	misguides	whoever	&	him	for	misguider	not	then

وَ	أَشْهَدُ	أَنَّ	لَا	إِلَهَ	إِلَّا	اللَّهُ	وَ	حَدَّهُ	لَا	شَرِيكَ	لَ	هُ	
Him	for	partner	no	He	One	Allah	but	god	no	that	testify	I	&

وَ	أَشْهَدُ	أَنَّ	مُحَمَّدًا	عَبْدُهُ	وَ	رَسُولُهُ	هُ		
His	messenger	&	His	slave	Muhammad	that	testify	I	&

1. ibn Qayyim, "Zaad-ul-Ma'aad".
2. Islamic School of Seattle, "Friday Khutbah Guidelines".
3. James Anderson, "Speaking to Groups: Eye-ball to Eye-ball".
4. Madrasah Arabia Islamia, "Method of Delivering a Bayan".
5. Muhammad al Shareef, "Khateeb Training Seminar".
6. Nasiruddin al Bani, "Khutbat-ul-Haajjah".
7. Salman, "Khutba Rules & Guidelines".
8. Samir Samra, "Is it haram for someone to give a boring or broke khutbah?".
9. Yahia Abdul-Rahman, "Jumaa Khutba Training". For more info, visit:

<http://www.KhutbahCentral.com>

Authenticated, taken from Nasiruddin al Bani's book, "Khutbat-ul-Haajjah"



Start with a Clean Canvas

Purifying Intention: Allah^{SWT} said, "I am in no need of partners. Whoever does a deed for the sake of others as well as Me, I leave his deed for those others" (M^s42:7114). You know you have an element of *riya* when:

- you want to prove how knowledgeable you are
- you want to hear compliments from people
- you want others to think good of you

Purifying Methodology: Allah^{SWT} said, "Verily in the messenger of Allah you have a good example" (33:21). Remember, the best of *khutbahs* were given by the Prophet^{SAW}. You may use today's expert-advice on presenting and putting together a speech (T2611, I4159), but be sure to disregard anything which doesn't conform to the *sunnah*.

Aim for the Master Piece

Feeling the Responsibility: Prophet^{SAW} said, "He who called (people) to righteousness, there would be reward (assured) for him like the rewards of those who adhered to it, without their rewards being diminished in any respect. And he who called (people) to error, he shall have to carry (the burden) of its sin, like those who committed it, without their sins being diminished in any respect" (M^s34:6470).

Understanding the Purpose: When commanding to come for Jumuah, Allah^{SWT} says, "Hasten to the remembrance of Allah" (62:9). The khutbah of the Prophet^{SAW} included exhortation (M^s4:1875). These two form the core of the khutbah; remembrance of Allah & exhortation. "Remind people of *ayyaamillah*, warn them from His punishment &

anger, urge them to do that which would bring them closer to Him & His Gardens & forbid them from things which would bring them closer to His wrath & Fire. For this is the purpose of this gathering & the *khutbah*” (Ibn Qayyim).

Choosing a Topic: Be narrow yet deep. Not only does cursory treatment of many different topics leaves people confused, but also prevents them from extracting and retaining the message conveyed.

Possible *khutbah* topics include...

- History:** The Story of a Prophet^{AS}, An Event from *Seerah*, Muslim Nations, Muslim Heroes & their Accomplishments, ...
- Quran:** A *Surah* from the Last *Juz*, Some verses from *Surah Hujaraat* or elsewhere, ...
- Character:** Truthfulness, Backbiting, Brotherhood, Serving Parents, Rights of Neighbors, Patience, ...
- Worship:** *Riya*, Night-Prayer, *Dawah*, Fasting, Eating *Halal*, Restraining Gazes, Seeking Knowledge, Power of *Dua*, ...
- Hereafter:** Death, Grave, Day of Judgment, Paradise, Hell, ...

An ideal topic is one which:

- you practice yourself in life
- you have the resources to prepare for
- can be covered in 10-15 minutes

Reference Key

M – Muslim S – Sahih
 T – Tirmidhi H – Hasan
 I – IbnMajah

Sketch it Out

Arresting Anecdote: Capture the listeners' attention immediately by starting with a story, anecdote, question, hook, etc. Don't use a cliché.

Basic Problem: Clearly define what the *khutbah* is about. (introduction)

Concern Listener: Tell them “why it matters?” What is the benefit in it for them?

Dramatic Details: Push buttons. Touch the listeners' emotions. Incorporate emotions in the *khutbah* – sad, mad, glad, scared, etc.

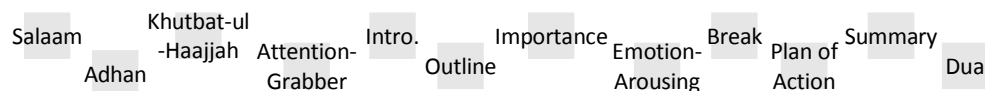
Examples: Include statistics, research studies and other academia.

Facts on the Other Side: Give a full picture. Look at opposing viewpoints. Balance your *khutbah*.

Good to Action: Provide specific steps to be followed (makes it easy to act upon it). Suggest an activity to be done.

(Muhammad al Shareef)

One possible *khutbah* might go like so...



Color it Up

Possible things to include...

Quran	Folk-tales	Statistics	Questions	Non-Muslims' Sayings
Hadith	Analogies	Poetry	Jokes	Related Fiqh Issues
Sayings of Salaf	Metaphors	Cliffhangers	Anecdotes	Literary Definitions

Add the Finishing Touches

Refining the Khutbah: “What is written without effort is in general read without pleasure” (Samuel Johnson). The same is true for *khutbahs*. Lack of preparation also shows disrespect to the audience.

Content: Are all the references you're quoting authentic? Either look them up yourself or ask a scholar/*imam* to check them for you. Does the message, you are trying to convey, come directly from Allah?

Development: Is the *khutbah* organized? Do the audience feel like ascending steps in a logical fashion until they get to the conclusion? Does every sentence support the theme of the *khutbah*? Do not digress; stay focused.

Presentation: Make it as clear, simple & easy you possibly can to cater to the needs of everyone. Whenever you quote a verse, *hadith* or Arabic term, translate it right-away. Avoid jargon. Try to make every sentence unique. Generalize; do not mention names & “point fingers” in the *khutbah*. Be concise yet comprehensive in your coverage. Finish the *khutbah* in less than 15 min.

Effect: Does your *khutbah* leave the audience with a negative psychological or social effect? Be optimistic in your *khutbah* and never complain. Does your *khutbah* serve its purpose of intensifying faith in Allah & Hereafter?

Rehearsing the Khutbah: A successful *khutbah* takes a lot of preparation. Try to memorize the references you're going to quote. Practice the *khutbah* in solitude, in front of a mirror. Also, time your *khutbah*. Check grammar. Read it to a friend or record it to analyze your accent and fix any mispronunciations.

Draw the Curtain

Presentation Tips: Be enthusiastic, sincere, honest & clear. Use voice inflection & live your *khutbah*. Make eye-contact with every single person in the congregation as if you are talking to him directly. Speak from the heart, not from the paper.

After Khutbah: Spend at least 15 minutes mingling with people after *salaah*. Shake hands, smile, open your eyes, ears & heart. Request feedback. Never discount what they tell you. Never be defensive. Explain what you meant with empathy. Admit faults and correct mistakes in the next *khutbah*.