

# Mosque Open Day Guide

A community organisation resource developed by Faith Associates, pioneers in Mosque management and governance training, support and asset development

[www.faithassociates.co.uk](http://www.faithassociates.co.uk)

Tel: +44 (0) 845 273 3904

Fax: + (44) 08701 126 813

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The Mosque open day guide has been compiled and produced by Shaukat Warraich (CEO of Faith Associates) with the support of Rashid Laher (Chairman of Kingston Mosque, London) and proofed by Steven Suckling and Jon Waldren (Senior Associates at Faith Associates)

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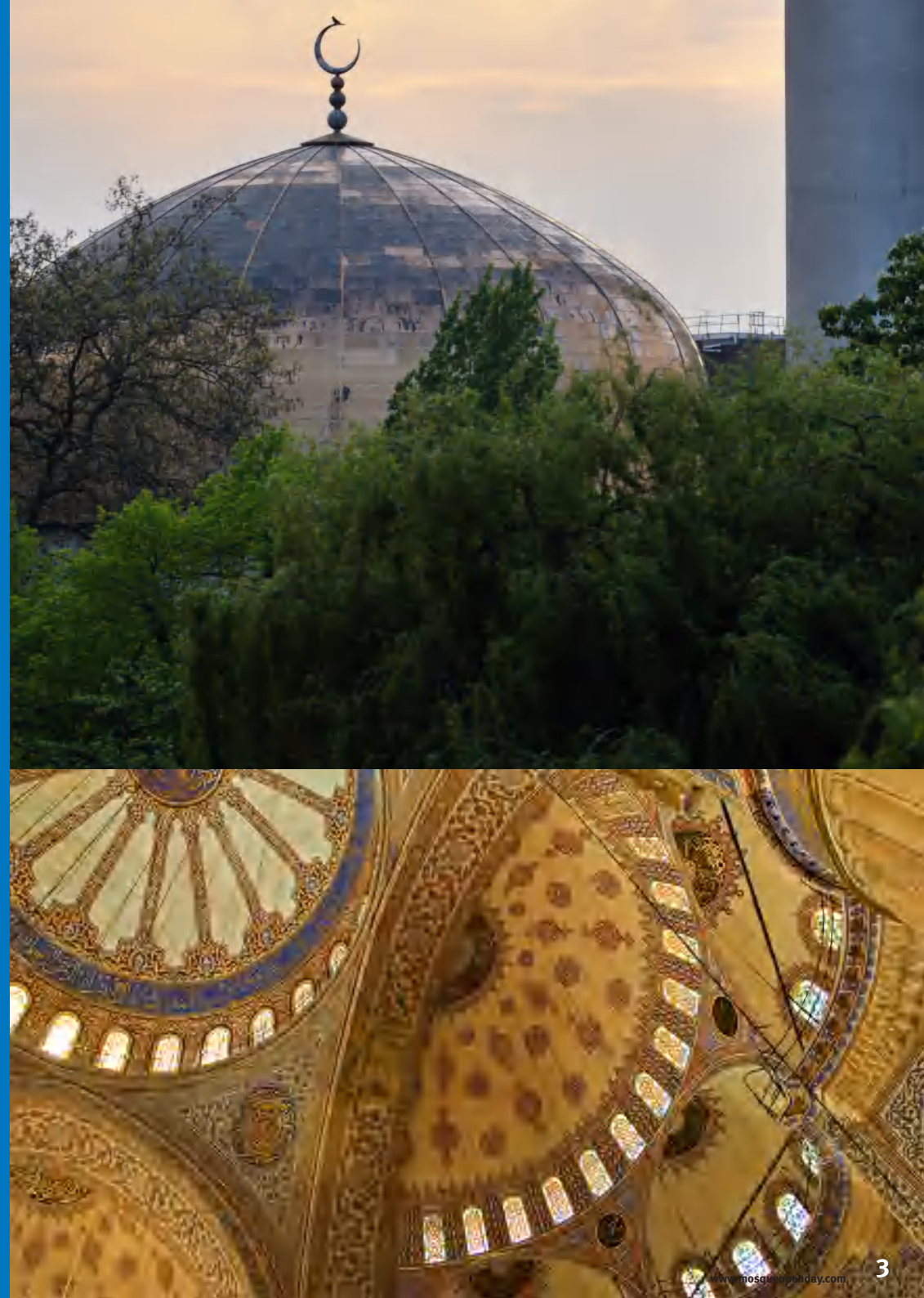
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# WHAT TO DO FOR HOLDING A SUCCESSFUL MOSQUE OPEN DAY

Tick (✓) a box when a step is complete.

## 1 PREPARE



Prepare the members of your Mosque and local community by explaining that an open day is a way of building a positive image of the Mosque in the local area. Inform them that the experiences of other communities have shown that a positive, supportive neighbourhood image of the Mosque offers many benefits and leads to greater understanding and acceptance. An open and transparent Mosque helps for better governance and increases understanding of the purpose of the Mosque and how it is used by the community. Encourage input about the details of the best time and date when the open day should be held. There are no hard and fast rules for such things, but for a successful event the support of your members is vital.

## 2 INVITE



Prepare a list of potential invitees with the support of the management team and Mosque members, don't restrict your self! Invite local community leaders, religious leaders, law enforcement officials, activists, government officials and teachers and school children. Remember to invite the mayor, local MP, the chief of police and members of the city council. You should ensure that notice is given well in advance, as many of these people will have full diaries. Please ensure that your key invitees receive written invitations that outline all the details of the open day. Follow up with a personal phone call. Letters are not enough to ensure active participation. Always have a single named person that the media and visitors can contact. (See the Who should we invite list and Example poster/leaflet)

## 3 PUBLICISE



Publicise the event by sending a well-written media release to the local print and broadcast media. You may also consider placing paid advertisements in a local newspaper. Send the media release to the religion calendar editor, the city editor, the feature editor at the local newspaper, and the daybook editor at the nearest bureau of the Associated Press. Send a media release to the assignment editor at the local television stations. Also send copies to news directors at the local radio stations. Send announcements to local houses of worship (Church's, and Temples). Don't forget to send information to other local Mosques and invitations to their leadership. Make sure the Mosque notice board and internal newsletters have the Mosque open day well publicised. Check your website has also details of the event and instructions for people whom wish to attend, especially contact details of relevant persons responsible for the day. A checklist of (See the Example media release and Media event checklist)

## 4 INFORM



Inform your guests of Mosque etiquette before they arrive. Remember for some of your visitors this will be the first time they have been in a Mosque and they may well have some misconceptions about etiquette and customs. By providing them with details in advance visitors will feel more at ease and you will avoid any unnecessary embarrassment. If you are planning a fun day at the Mosque (funfair, BBQ, stalls, similar to a summer fete) as well as a Mosque open day you may wish to inform the local town/city council, roads and highways authority to avoid any road traffic problems. Inform your local neighbours of the potential of increased traffic and volume of people during the open day. Select and prepare your team who will help to deliver the open day. You may need to look beyond the regular Mosque attendees to assist you on the day. Be ready to answer questions about prayer, separation of men and women and other common issues. (See the example Information sheet Mosque Q & A list)

## 5 CLEAN



Keep in mind Sights, Smells and Sensations. Deep clean the Mosque. For visitors the first impression is the one that will last. Make sure bathrooms are immaculate. You might consider involving your community in a Mosque clean-up a day prior to the open day. This will ensure that they are behind the event and committed to its success. If necessary you might also consider repainting areas that need it. Deep cleaning the carpets, removing rubbish from inside and around the Mosque. Clear the notice boards of old information, organise the Mosque office, organise Quran and book shelves. Relocate tattered Qurans and find a specific locations for tasbi, thoubes and hats.

## 6 SET-UP



Set-up a reception area where guests can be greeted, and informed about Mosque etiquette. You should also use the reception area to serve refreshments. It is important to have friendly greeters at the door to direct arriving guests and to make them feel welcome. Have knowledgeable, friendly people to conduct tours of the facility and to answer any questions guests may have. Do not leave guests alone to wander about the Mosque as they may feel unwelcome and confused unless otherwise stated. Give each guest a nametag and if possible a brief description of the Mosque and the religious rituals you carry out. Make sure sisters are available to make female guests feel welcome. It is important to brief all those involved with the open day in advance of your guests arriving. Prepare a section for displays or inform pickup points, you may even consider information packs with small gifts to remember their visit by. An exhibition about Islam and the Mosque may need to be brought in or prepared for the day, give someone the specific responsibility to organise this and have their own team to walk people around the exhibition.

## 7 PROVIDE



Provide snacks and drinks to make your guests feel welcome. Serving a variety of ethnic dishes is an excellent introduction to the diversity of our community. Having local dishes is also important to relay the harmony of cultures and faith in Islam. You should be prepared to talk to your guests and explain where the dishes you are serving come from. Provide a translator for when the Ahzan (Call to prayer) is heard or when the Salah (5 daily prayers) are conducted. This can be a very moving and deep experience and a responsible person needs to be on hand to explain the rituals and their significance in Islam. Maybe have materials at hand to distribute to visitors while prayers are being conducted to give greater clarity on the spiritual and emotional dimension of islamic worship. Make sure the Imam is informed that visitors will be observing the prayer and that he should inform the worshipers that people may wish to engage them after the prayer. The Imam may be part of the organising team and may wish to weave the pray times into the tour of the Mosque. If it's a long day the team may also need to be provided with refreshments and rest, hence have a rota for when people can take time out.

## 8 SELECT



Select literature to be given to the guests. Do not push materials on guests. Let them select what they wish to read. You should also be prepared to explain what the materials you have available contain and to answer any questions your guests may have. Select a team, well in advance of the open day. There should be diversity in the team, male and female, young and old, a reflection of the community in which the Mosque is functioning. Select team members for a specific task and their focus should be that task alone, depending on the size of the team, for instance someone to greet at the door, he or she shouldn't leave that task until the programme has ended. This principle could also apply to the exhibition, refreshment stand, Ahzan and Salah translator. For hard of hearing visitor do you have anyone who can sign? If not make contact before hand with the local deaf society.

## 9 POST



Post signs at appropriate locations in and out of the facility to help guests find their way around. For instance have signs from where guest may park their car to the designated entrance of the Mosque, especially if you have separate entrances for male and female. Many of them have never been to a Mosque before and may be nervous of offending their host. Some guests may not wish to follow the official guided tour and wish to explore the Mosque on their own and take time to ponder on what they are observing, give them space to do hurry or force anyone. You may wish to have a suggestion/or question box for the guests who don't wish to ask questions or make comments publicly, make guests aware of this facility on their arrival. Maybe prepare name tags or badges for the open day team so guests can identify people to seek support from or to address any questions too. Important! Prepare notices directing visitors to the European toilets and have clean and dry!! Slippers available, Maybe have the disabled toilets ready for usage exclusively for the visitors.

## 10 PRAY



Renew your intentions all the time. Pray that your efforts will open the hearts of your guests. Pray that your best efforts are rewarded. Be very patient throughout the day, especially if there are perceived hostile or offensive questions. Be patient with worshipers whom were unaware of the open day and find the whole experience a little intrusive. Be patient with the team members who didn't turn up on time or haven't followed instructions!! At the end of the event thank all the team, the Mosque Management/Trustees, the neighbours, sponsors and maybe you had partners supporting you in the delivery of the event. Thanks the guests for coming even send letters to specific invitees whom made a specific effort to come to the open day but make sure you don't forget anyone. Ultimately Thank Allah (SAW) for giving you the tawfeeq to conduct the event in the first place.

## 11 REVIEW



Find some time after the open day to reflect on how it went and what you would like to do differently next time. Maybe bring the team back and have a debriefing and feedback session. Pay particular attention to feedback given by guests, Mosque Management, neighbours, sponsors and partners. Produce a brief report for the Mosque Management with helpful thoughts or contact information that could be used by the next team that may organise a similar event. Store the signposts, literature, exhibition and any other materials produced in a safe place for usage next time. Leave a legacy!! (See the Example evaluation form)

# WHO SHOULD WE INVITE?

- Muslims around the Mosque
- Non-Muslims who live around the Mosque
- Local faith communities, who have centres around the Mosques, such as, churches etc.
- Local police or police community liaison officers
- Local school teachers, head teachers and children
- Local councillors
- Local MP's
- Local Imams from the other Mosques in your area.
- Local Mosque committee members of other Mosques
- Local fire brigade officers
- Local council community representatives
- Local community voluntary agency leaders
- Local women's groups leaders Muslim and non-Muslim
- Local political party representatives
- Local youth leaders
- Local business leaders
- Members of the deaf community (make sure they come with a person with sign language skills)
- Local counselling and advice centre representatives
- Women's refuges representative
- Homeless centre representatives
- Local charity clubs representatives, e.g. Islamic relief, Oxfam etc
- Local religious leader from other faith communities
- Local representatives from cultural groups
- Local hospital representatives
- Local education action zone representatives
- Local hospice or retirement centre representatives
- Local corner
- Local undertakers
- Local doctors, dentists, maternity and outpatient clinics, NHS/Trust leadership
- Local chairperson of Football and cricket team
- Local Drugs and alcohol action teams

# Tips when inviting dignitaries

- › Give ample notice even 2 to 3 months advance notice so they can get it in their diaries
- › If sending an invitation card send a self address envelop with the invitation so it's easy for them to respond.
- › Follow-up with a curtsey phone call and ask them which mode of transport they will take to come to the Mosque. Maybe provide a map of how to get to the Mosque and also secure a place for them to park if available. Even suggest an entry point to the mosque and exit point.
- › A polite suggestion of what might be appropriate to wear to the Mosque could be sent once the invitation is accepted.
- › Who will greet the dignitaries? Preferably someone who is presentable and who can hold a coherent conversation and maybe a reasonable level of Islamic understanding.
- › Maybe have a team of volunteers who are briefed about the open day 1 month before the event. Provide training 1 week before the event on how to engage and what is expected from the open day. Have a practice Mosque tour so the team has a common narrative.
- › Reconfirm the night before the availability of the team with the person in charge.
- › Have a rota if people can't stay the whole time of the open day; make sure there is cover all the time.
- › Relax and enjoy!

## EXAMPLE CONTENT FOR POSTER/LEAFLET

### You are INVITED to our MOSQUE OPEN DAY

(Picture of your Mosque or other image)



[Date of Open Day]  
to take a tour or ask  
questions about the British  
Muslim community and  
Islam.

[Name of Mosque]  
[Address]

[Time of Open House]  
Or  
Tours on the Hour

[Name and Phone Number  
THE CONTACT PERSON]

Visit a local Mosque, or call  
[Phone Number] to receive  
general information about  
Islam.

Tip: Have you thought of linking your Mosque open or fun day with other national events for example



How Mosques can  
raise money for  
needy causes



Increase  
awareness of the  
Mosque and local  
history



Volunteer Week,  
showing all the  
efforts of Mosque  
Volunteers



How Mosque and  
Islam promote  
peace and non  
violence



Interfaith week  
promoting  
dialogue and  
discussion

## EXAMPLE CONTENT FOR MEDIA RELEASE

In the Name of Allah, the Compassionate, the Merciful

[Name of coordinating committee]

[Address]

[Phone]

[Fax]

[E-mail]

FOR IMMEDIATE RELEASE - [date]

----- MEDIA RELEASE -----

### LOCAL MUSLIMS HOLD MOSQUE OPEN HOUSE

Mosque neighbours and local dignitaries invited to learn more about the local  
Mosque and Islam

WHAT: On [day and date], members of the local Islamic community will hold an  
open day at [location] to offer people of all faiths an introduction to Islam and their  
Muslim neighbours.

This free event will feature discussions about Islamic beliefs and the positive role  
Muslims play in British society, displays of Islamic books and samples of food from  
around the Islamic world.

Only through getting to know one another on a personal level can people of  
different faiths build bridges of understanding and tolerance. All people of all  
faiths are welcome to attend and to meet their Muslim neighbours.

There are an estimated [number of Muslims] in [your area] and some two million  
nationwide. Islam is one of the fastest growing religions in this country and around  
the world.

Please come and join us in what we hope will be an interesting and rewarding  
experience.

WHEN: [date and time]

WHERE: [location and address with directions]

CONTACT: [names and numbers of media contact people]

- END -

## Notes to editors:

# ISLAM IN BRITAIN - THE FACTS

### Fact 1

There are an estimated 2 million Muslims in Britain. The Muslim community in Britain is made up of people from a wide variety of ethnic backgrounds and national origins.

### Fact 2

The worldwide population of Muslims is 1.2 billion.(census 2001)

### Fact 3

Islam is one of the fastest growing religions in this country and around the world.

### Fact 4

Demographers say that, Islam will be the second biggest religion in Britain by 2020.

### Fact 5

Demographers also say that by the year 2025, one in four people on earth will be a Muslim.

### Fact 6

There are some 1,600 Mosques, Islamic schools and Islamic centres in Britain. Muslims are active in all walks of life.

[You might want to add a brief note about your Mosque – for instance]

The [Your Mosque] Mosque was founded in [date of your Mosque being founded] and is attended by XXX people each week. The Mosque plays a vital part in the local community and runs the following community projects:

[list projects here]

- 1.
- 2.
- 3.

## MEDIA EVENT CHECK LIST

Tick (✓) a box when each task is complete.

- ☐ A media release has been delivered to all local media both print and broadcast.
- ☐ The local wire service, Daybook, editor has been notified.
- ☐ A media kit has been prepared containing a statement, a copy of the news release, relevant backgrounder and fact sheets.
- ☐ An articulate, knowledgeable spokesperson has been selected.
- ☐ Representatives from all major groupings within the community have been invited to take part.
- ☐ Sisters will be represented at the event.
- ☐ Spokespeople have met and decided on appropriate discussion points.
- ☐ All participants have agreed to the discussion points.
- ☐ A suitable site has been selected.
- ☐ If the event will be held in a Mosque or Islamic centre, approval has been obtained and relevant parties notified.
- ☐ A table or podium has been arranged.
- ☐ If the event is outside, a microphone stand has been obtained (available from Radio Shack).
- ☐ Room at the site has been made for television cameras.
- ☐ Signs directing media to the site have been erected.

# INFORMATION SHEET FOR VOLUNTEERS

## POSSIBLE QUESTION ASKED ON THE TOUR

*Tip: if you don't know the answers to a question don't guess, ask another member of the team.*

### **Q: WHAT IS A MOSQUE?**

**A:** A Mosque is a place of worship used by Muslims. The English word Mosque is derived from its Arabic equivalent, Masjid, which means place of prostration. It is in the Mosque that Muslims perform their prayers, a part of which includes placing the forehead on the floor.

### **Q: HOW IS A MOSQUE USED?**

**A:** Mosques play a vital role in the lives of Muslims in Britain. The primary function of the Mosque is to provide a place where Muslims may perform Islam's obligatory five daily prayers as a congregation. A Mosque also provides sufficient space in which to hold prayers on Fridays, the Muslim day of communal prayer, and on the two Muslim holidays, called Eids, or festivals.

### **Q: IS A MOSQUE A HOLY PLACE?**

**A:** A Mosque is a place that is specifically dedicated as a place of prayer. However, there is nothing sacred about the building or the place itself. There is no equivalent of an altar in a Mosque. A Muslim may pray on any clean surface. Muslims often pray in public places.

### **Q: HOW BIG ARE MOSQUES?**

**A:** In Britain, Mosques vary in size from tiny storefronts serving a handful of worshippers, to large Islamic centres that can accommodate thousands.

### **Q: DO MOSQUES WELCOME VISITORS?**

**A:** Mosques in Britain welcome visitors. Tours can be arranged at most facilities. It is always best to call Mosque administrators before arrival. They will want to make sure your visit is enjoyable.

### **Q: WHAT ARE THE DISTINCTIVE FEATURES OF A MOSQUE?**

**A:** The musalla, or prayer hall, in each Mosque is oriented in the direction of Mecca, toward which Muslims face during prayers. In Britain, Muslim worshippers face south-east. Prayer halls are open and uncluttered to accommodate lines of worshippers who stand and bow in unison. There are no pews or chairs. Members of the congregation sit on the floor. Because Muslim men and women form

separate lines when they stand in prayers, some Mosques will have a balcony reserved for the use of women. Other Mosques will accommodate men and women in the same musalla, or they may have two separate areas for men and women.

### **Q: WHAT ELSE IS IN THE PRAYER AREA?**

**A:** All Mosques have some sort of mihrab, or niche that indicates which wall of the Mosque faces Mecca. The mihrab is often decorated with Arabic calligraphy. Its curved shape helps reflect the voice of the imam, or prayer leader, back toward the congregation. Many Mosques also have a minbar, or pulpit, to the right of the mihrab. During the Friday prayer service, the imam delivers a sermon from the minbar.

### **Q: WHAT ABOUT CHILDREN IN THE PRAYER AREA?**

**A:** Children will often be present during prayers, whether participating, watching or imitating the movements of their elders. Their presence continues the tradition of the Prophet Muhammad, who behaved tenderly toward children. The Prophet sometimes carried one of his grandchildren on his shoulder while leading the prayer and was also known to shorten the prayer if he heard a baby cry.

### **Q: WHAT MIGHT I HEAR DURING MY VISIT?**

**A:** You might hear Muslims exchanging the Islamic greeting, the Arabic phrase .as-salaam alaykum (peace be with you). Muslims return this greeting by saying, wa alaykum as-salaam. (and with you be peace). You might also hear the call to prayer. The call, or adhan, contains the following phrases (in Arabic):

*God is most great, God is most great.*

*God is most great, God is most great.*

*I bear witness that there is no god but God.*

*I bear witness that there is no god but God.*

*I bear witness that Muhammad is a messenger of God.*

*I bear witness that Muhammad is a messenger of God.*

*Hasten to prayer, Hasten to prayer.*

*Hasten to success, Hasten to success.*

*God is most great, God is most great.*

*There is no god but [the One] God.*

All Muslim prayers begin with recitation of Al-Fatihah, the opening chapter of the Quran:

*In the name of God, Most Compassionate, Most Merciful.  
Praise be to God, Lord of the Worlds.*

*The Most Compassionate, the Most Merciful.  
Ruler of the Day of Judgment.  
Only You do we worship, Only You we ask for help.  
Show us the straight path.  
The path of those whom You have favoured,  
not that of those who earn Your anger, nor those who go astray.]*

**Q: WHAT ABOUT THE REST OF THE BUILDING?**

**A:** Many Mosques have a minaret, the large tower used to issue the call to prayer five times each day. In Britain, the minaret is largely decorative. Facilities to perform wudu, or ablutions, can be found in all Mosques. Muslims wash their hands, faces and feet before prayers as a way to purify and prepare themselves to stand before God. Wudu facilities range from washbasins to specially designed areas with built-in benches, floor drains and faucets.

Bookshelves are found in most Mosques. They contain works of Islamic philosophy, theology and law, as well as collections of the traditions and sayings of the Prophet Muhammad. Copies of the Quran, Islam's revealed text, are always available to worshippers.

Calligraphy is used to decorate nearly every Mosque. Arabic quotations from the Quran invite contemplation of the revealed Word of God. Other common features found in the Mosque are clocks or schedules displaying the times of the five daily prayers and large rugs or carpets covering the musalla floor. Many American Mosques also have administrative offices.

**Q: IS A MOSQUE USED EXCLUSIVELY FOR PRAYER?**

**A:** Though its main function is as a place of prayer, the Mosque plays a variety of roles, especially in Britain. Many Mosques are associated with Islamic schools and day care centres. Mosques also provide diverse services such as Sunday schools, Arabic classes, Quranic instruction, and youth activities. Marriages and funerals, potluck dinners during the fasting month of Ramadan, and Eid prayers and carnivals are all to be found in British Mosques. They are also sites for interfaith dialogues and community activism. Many Mosques serve as recreational centres for the Muslim community and may have a gymnasium, game room and weight equipment, as well as a library and classrooms.

**Q: DO MOSQUES HAVE SPECIAL RULES?**

**A:** Men and women should always dress conservatively when visiting a Mosque, covering their arms and legs. Examples of inappropriate clothing would be shorts for men and short skirts for women. Shoes are always left at the entrance to the prayer area so as not to soil the rugs or carpets. Shelves are usually provided to

hold shoes. Women may be asked to cover their hair when visiting a Mosque. Many Mosques have scarves on hand for visitors to borrow, but it is better to bring a head covering in case none are available.

Visitors to Mosques should behave as they would when visiting any religious institution, but they should feel free to ask questions about the Mosque, its architecture, furnishings, and activities.

Muslims are happy to answer questions about their religion.

**TERMS AND PHRASES**

**ALLAH** - Allah is the Arabic word for God. Allah is used by Arabic-speaking Christians when referring to God. Allah is not a separate Muslim God, but is the same God worshipped by Christians and Jews.

**FUNDAMENTALIST** - Muslims view the label fundamentalist as stereotypical and ill defined. Muslims also object to the use of terms such as radical and extremist. These terms lack definition and are seen as pejorative. More neutral and objective terms include Islamist or Islamic activist. If the person in question is involved in a criminal act, the act should be named and not the faith of the person who commits the crime.

**JIHAD** - Jihad does not mean holy war. Literally, jihad means to strive, struggle and exert effort. It is a central and broad Islamic concept that includes struggle against evil inclinations within oneself, struggle to improve the quality of life in society, struggle in the battlefield for self-defence (e.g. having a standing army for national defence), or fighting against tyranny or oppression. The equivalent of the term holy war in Arabic is harb muqaddasah, a term that cannot be found in the Quran or the Prophet's sayings (hadith). There is no such thing as holy war in Islam, as some careless translators have implied. It is a loaded medieval concept that did not arise from within the Muslim community. Because there has been frequent repetition of this myth, many people in the West accept it as if it were a fact.

**MUSLIM/ARAB** - Not all Muslims are Arab, just as not all Arabs are Muslim. In fact, Arabs are a minority within the Islamic world. According to modern usage, Arab is a linguistic, not an ethnic, designation. An Arab can be Christian or Jewish.

**WOMEN'S RIGHTS** - Under Islamic law, women have always had the right to own property, receive an education and otherwise take part in community life. The Islamic rules for modest dress apply to women and men equally. (Men cannot expose certain parts of their bodies, wear gold or silk, etc.). If a particular society oppresses women, it does so in spite of Islam, not because of it.

**ARABIC NAMES** - Compound Arabic last names, such as Abd Al-Wahid, which often refer to attributes of God, should be used in full on second reference. If the second reference referred to Al-Wahid, that person would be taking on an attribute of God (the One), something a Muslim would abhor.

## ABOUT ISLAM AND BRITISH MUSLIMS

### Q: WHAT IS ISLAM?

**A:** Islam is not a new religion. It is the same truth that God revealed to all His prophets throughout history. Islam is both a religion and a complete way of life. Muslims follow a religion of peace, mercy and forgiveness that should not be associated with acts of violence against the innocent.

### Q: WHO ARE MUSLIMS AND WHAT DO THEY BELIEVE?

**A:** There are an estimated 1.2 billion Muslims worldwide. No more than 20 percent of Muslims live in the Arabic-speaking world. The country with the largest Muslim population is Indonesia. Muslims believe in One, Unique, and Incomparable God. They believe in the Day of Judgement and individual accountability for actions. Muslims believe in a chain of prophets beginning with Adam and including Noah, Abraham, Ishmael, Isaac, Jacob, Joseph, Job, Moses, David, Solomon, and Jesus. God's eternal message was reaffirmed and finalised by the Prophet Muhammad (peace be on them all). One becomes a Muslim by saying, "there is no deity but God, and Muhammad is the messenger of God". By this declaration, the person announces faith in all of God's messengers.

### Q: WHAT IS THE QURAN?

**A:** The Quran is the record of the exact words revealed by God through the Angel Gabriel to the Prophet Muhammad. It was memorised by Muhammad and then dictated to his companions. The text of the Quran was cross-checked during the life of the Prophet. The 114 chapters of the Quran have remained unchanged through the centuries.

### Q: WHAT ARE THE FIVE PILLARS OF ISLAM?

- The Declaration of Faith - This consists of the two-sentence declaration.
- Prayer - Muslims perform five obligatory prayers each day. Islamic prayers are a direct link between the worshiper and God. Islam has no hierarchical authority or priesthood. A learned Muslim chosen by each congregation leads the prayers.
- Zakat - One of the most important principles of Islam is that all things belong to God and that wealth is held in trust by human beings. Zakat, or charitable giving, purifies wealth by setting aside a portion for those in need. This payment is usually two and a half percent of one's capital.
- Fasting - Every year in the Islamic lunar month of Ramadan, Muslims fast from first light until sunset. The fast is another method of self-purification.

- Pilgrimage - A pilgrimage to Mecca, or Hajj, is an obligation for those who are able.

### Q: WHAT ABOUT THE BRITISH MUSLIM COMMUNITY?

**A:** There are an estimated 2 million Muslims in Britain. The Muslim community in Britain is made up of people from a wide variety of ethnic backgrounds and national origins. There are almost 1,000 Mosques, Islamic schools and Islamic centres in Britain. Muslims are active in all walks of life. Islam is one of the fastest growing religions in this country and around the world.

### Q: WHAT ABOUT MUSLIM WOMEN?

**A:** Under Islamic law, women have always had the right to own property, receive an education and otherwise take part in community life. Men and women are to be respected equally. The Islamic rules for modest dress apply to both women and men equally. For instance, men cannot expose certain parts of their bodies, wear gold or silk, etc. If a particular society oppresses women, it does so in spite of Islam, not because of it.

### Q: WHAT IS JIHAD?

**A:** Jihad does not mean "holy war". Literally, jihad means to strive, struggle and exert effort. It is a central and broad Islamic concept that includes struggle against evil inclinations within oneself, struggle to improve the quality of life in society, struggle in the battlefield for self-defence (e.g. having a standing army for national defence), or fighting against tyranny or oppression.



## EXAMPLE EVALUATION QUESTIONS

In order to assess the effectiveness of the open day and make improvements, take some moments to think about and answer the following questions. Keep the answers to help improve your next open day!

### Questions

- 1) How many people attended the open day? Give a breakdown of men, women and from which backgrounds
- 2) How many invitations were sent out?
- 3) How useful did your guests find the information you provided?
- 4) What did your guests particularly like about the visit?
- 5) What did your guests dislike, if anything?
- 6) Were there any sisters present on the day? What difference did that make?
- 7) Were there any time that you felt uncomfortable with anything your guests said or did?
- 8) How would you improve the open day next time?
- 9) Are you hoping to organise another open day?
- 10) Any other comments/questions/thoughts.

## TIPS FOR A MOSQUE FUNDAY

Combining a Mosque Open day with a Religious festival such as Eid or the celebration of Children graduating from the Mosque Madrassah or supplementary school can open the Mosques to a multitude of activities. Have you thought of inviting your non Muslims friends to come and experience the different dimensions of the Mosque? The Mosque Funday is potentially a much bigger activity to organise hence, a larger team needs to be established to organise and run the event. This is a great opportunity for all the community to be involved in organising and running a Funday at the Mosque. Especially involving Womens and youth organisations can be the difference between success or failure of the event. Depending on the size of the venue every bit of space can be utilised, from prayer halls, car parks, court yards etc. Make sure your Mosque has the correct insurance to host such activities. Take advantage of the large number that may come to the Funday. You could use the event, not just to show a different prospective on the mosque but the event could be used to raise funds for local causes, bring communities together and create ownership of this public institution by all people who happen to live nearby irrespective of faith, creed or gender.

Follow the same plan as mentioned before but also consider the following issues. Divide the tasks into following themes;

### Provide Information

- Have an Islamic exhibition
- Invite Council departments to have information stands (Invite them to be stake holders of the event)
- Invite other local community voluntary sectors to show case their work
- Invite the Local Police and Fire service, maybe ask them to bring a police car or a fire engine
- Local Schools, Scouts and Girls guides groups, they may even help out on the day

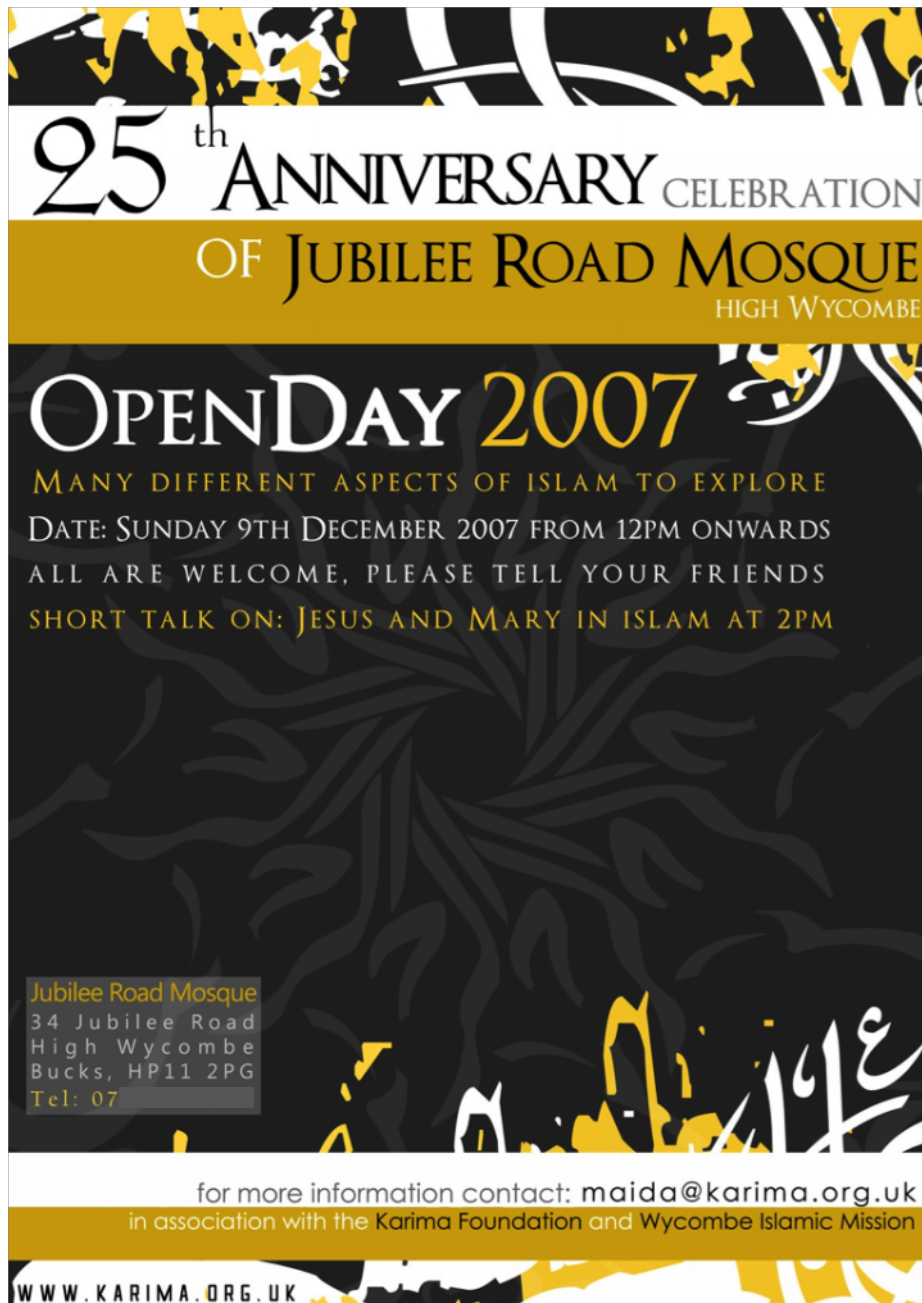
### Provide Fun Activities

- Food stalls are always popular especially a BBQ (Get local businesses to donate food or even help to cook it especially if they have the correct health and safety certification).
- Bouncy castles, face painting, fairground rides, Animal rides, bungee rides etc
- Invite stall holders to sell their wares but charge a nominal fee. The proceeds could be used to subsidise food stalls or just add to the bottom line!

### Provide Feedback

- If you're collecting for a local cause then feedback to the Mosque congregation and the wider public what was collected and where did the money go.
- Don't forget to thank all the volunteers, businesses and organisations that may have contributed to the event.

## Appendix 1 – Example of Mosque open day poster



**25<sup>th</sup> ANNIVERSARY CELEBRATION**  
**OF JUBILEE ROAD MOSQUE**  
 HIGH WYCOMBE

**OPENDAY 2007**

MANY DIFFERENT ASPECTS OF ISLAM TO EXPLORE  
 DATE: SUNDAY 9TH DECEMBER 2007 FROM 12PM ONWARDS  
 ALL ARE WELCOME, PLEASE TELL YOUR FRIENDS  
 SHORT TALK ON: JESUS AND MARY IN ISLAM AT 2PM

Jubilee Road Mosque  
 34 Jubilee Road  
 High Wycombe  
 Bucks, HP11 2PG  
 Tel: 07

for more information contact: [maida@karima.org.uk](mailto:maida@karima.org.uk)  
 in association with the Karima Foundation and Wycombe Islamic Mission

[WWW.KARIMA.ORG.UK](http://WWW.KARIMA.ORG.UK)

## Appendix 2: Example of Mosque Fun day Poster



We take great pleasure  
 in inviting you and your family  
 to join us at our

**Family  
 Fun Day**

**Saturday 18<sup>th</sup> July 2009**

There will be lots of fun & exciting activities including:

BBQ, Food & Drink, Ice Cream, Bouncy Castles, Face Painting,  
 Henna, Perfumes, Books & Information Stalls,  
 Islamic Clothing, Art & Crafts, Balloons, Lucky Dip,  
 Games and much more...

Time: 1.30pm – 6pm

Venue: The Jammia Masjid & Islamic Centre  
 83 Stoke Poges Lane, Slough, Berkshire, SL1 3NY

For further information telephone 07

Please help with donations, toys, food, bric a brac  
 and other items to sell. Your kind assistance will be  
 most appreciated.

ALL PROCEEDS FROM THE EVENT WILL GO TO  
 THE SCS & JAMMIA MASJID

 **SLOUGH**  
 community school



## Appendix 3: Useful contacts, to find a Mosque or to receive support to conduct an open day

### FAITH ASSOCIATES

Pioneers in Mosque management and governance training, support and asset development  
Communication House  
26 York Street  
London  
W1U 6PZ  
United Kingdom  
Email: [info@faithassociates.co.uk](mailto:info@faithassociates.co.uk)  
Tel: +44 (0)845 273 3903  
<http://www.faithassociates.co.uk>

### MOSQUE IMAMS NATIONAL ADVISORY BODY (MINAB)

20 - 22 Creffield Road. Ealing  
London  
W5 3RP  
United Kingdom  
E-mail: [info@minab.org.uk](mailto:info@minab.org.uk)  
Telephone: +44 (0)20 8993 7141  
<http://www.minab.org.uk>

### BRITISH MUSLIM FORUM

Eaton Hall  
Retford, Nottinghamshire  
DN22 0PR  
United Kingdom  
Email: [info@britishmuslimforum.org.uk](mailto:info@britishmuslimforum.org.uk)  
Tel: (01777) 706441  
Fax: (01777) 711538  
<http://www.BritishMuslimForum.org.uk>

### MUSLIM COUNCIL OF BRITAIN (MCB)

PO Box 57330  
London  
E1 2WJ  
Phone: +44 (0) 845 26 26 786  
Fax: +44 (0) 207 2477079  
Email: [admin@mcb.org.uk](mailto:admin@mcb.org.uk)  
Website: [mcb.org.uk](http://mcb.org.uk)

### THE WORLD FEDERATION OF KSIMC

Islamic Centre  
Wood Lane, Stanmore  
Middlesex, HA7 4LQ  
United Kingdom  
email: [secretariat@world-federation.org](mailto:secretariat@world-federation.org)  
Tel: + 44 (0)20 8954 9881  
Fax: + 44 (0)20 8954 9034

### THE COUNCIL OF EUROPEAN JAMAATS

22 Estreham Road  
London,  
SW16 5PQ  
Telephone: +44 (0)845 330 6012  
Fax: +44 (0)845 330 6014  
Email: [secretariat@coej.org](mailto:secretariat@coej.org)

### ANSAR FINANCIAL SERVICES

Specialist Mosque & Madrassah insurers  
145-157 St John Street  
London EC1V 4PY  
Website: [www.ansarfs.com](http://www.ansarfs.com)  
Tel: 0207 183 6614  
Fax: +44 8701 126 813

## CONTACTS

### MINHAJ-UL-QURAN

Head office  
292-296 Romford Road  
Forest Gate, Newham E7 9HD  
Website: [www.minhajuk.org](http://www.minhajuk.org)  
Email: [info@minhajuk.org](mailto:info@minhajuk.org) Tel: 020 8257 1786

### MUSLIM COUNCIL OF SCOTLAND

PO BOX 7595  
Glasgow, G42 2EZ.  
Tel: 0799 933 3850  
Website: [www.muslimcouncilwales.org](http://www.muslimcouncilwales.org)  
Email: [info@mcscotland.org](mailto:info@mcscotland.org)

### MUSLIM COUNCIL OF WALES

Broadway House  
Broadway  
Cardiff  
CF24 1PU  
Tel: 02920 48 7667  
Website: [www.muslimcouncilwales.org](http://www.muslimcouncilwales.org)  
Email: [info@muslimcouncilwales.org](mailto:info@muslimcouncilwales.org)

### THE COUNCIL FOR MOSQUES BRADFORD

Khidmat Centre, 36 Spencer Road, Bradford BD8 2EU  
Tel: 01274 521 792 | [info@khidmat.org.uk](mailto:info@khidmat.org.uk) | [www.councilformosques.org.uk](http://www.councilformosques.org.uk)

### LANCASHIRE COUNCIL OF MOSQUES

Bangor Street Community Centre  
Norwich Street  
Blackburn  
BB1 6NZ  
Telephone: 01254 692289 Facsimile: 01254 696124  
Email: [enquiries@lancashiremosques.com](mailto:enquiries@lancashiremosques.com)  
<http://www.lancashiremosques.com>

**IMAMS & MOSQUES COUNCIL EALING.**  
20 Creffield Road, London W5 3RP  
Tel: 020 8992 6636

**COUNCIL OF MOSQUES - TOWER HAMLETS**  
3rd Floor  
London Muslim Centre  
46 Whitechapel Road  
London  
E1 1JX  
Tel: 020 7650 3040 Fax: 020 7650 3001  
info@councilofmosques.com  
www.councilofmosques.com

**FEDERATION OF MUSLIM ORGANISATIONS LEICESTERSHIRE (FMO)**  
99 Melbourne Road  
Leicester  
LE2 0GW  
Telephone: 0116 2622111  
http://www.fmo.org.uk

**BOLTON COUNCIL OF MOSQUES**  
1 Vicarage Street  
Bolton  
BL3 5LE  
email: info@thebcom.org  
Tel: 01204 363680  
Fax: 01204 363681  
http://www.thebcom.org

**MUSLIM DIRECTORY**  
65a Grosvenor Road  
London W7 1HR  
T: 020 8799 4455  
W: www.muslimdirectory.co.uk

**MUSLIM SCOUT FELLOWSHIP**  
The Scout Association  
Gilwell Park  
London  
E4 7QW  
www.scouts.org.uk  
Email: info@ukmsf.org  
Tel: 020 8433 7135

## Appendix 4: Contacts for Free Islamic Literature for distribution

**IDCI - ISLAMIC DAWAH CENTRE**  
International  
6 Alum Rock Road  
Birmingham  
B8 1JB  
Tel: 0121 326 9598  
Email: info@idci.co.uk

**UKIM DAWAH CENTRE**  
2-8 Ludlow Road  
Saltley, Birmingham  
West Midlands  
United Kingdom  
B8 3BY  
Tel: 0121 326 9936  
Fax: 0121 327 9950

**AL BIRR - UK**  
Various Free materials, including  
Qur'an copies  
106 Church Road  
Leyton E10 6NF,  
United Kingdom  
Tel: 0208 558 1328,  
Fax: 0208 556 3355

**AN-NASR - UK**  
Leaflets on Islam and Science  
Ansar House  
8 Ledgers Road  
Slough, Berkshire  
SL1 2QX  
tel/fax: 01753 550 788  
email: info@al-nasr.org  
http://www.al-nasr.org  
http://www.exhibitionislam.com/

**AL-MUNTADA - UK**  
Contact them for a list of free  
materials  
7 Bridges Place  
Parsons Green  
London SW6 4HW  
Tel: 0207 736 9060  
fax: 0207 736 4255  
email: Dawah@MuntadaMail.net

**ISLAMIC CULTURAL CENTRE - UK**  
Books and Publications  
Department  
146 Park Road  
London NW8 7RG  
United Kingdom  
Tel: 0207 725 2210  
islamic2000@aol.com

**WAMY UK**  
46 Goodge Street  
London W1T 4LU  
Tel: 020 7636 7010  
E-mail: info@wamy.co.uk  
E-mail: wamyoffice@yahoo.co.uk  
Website: www.wamy.co.uk  
Tel: +44 (0) 20 7636 7010

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[www.faihtassociates.co.uk](http://www.faihtassociates.co.uk)  
Tel: +44 (0) 845 273 3904  
Fax: + (44) 08701 126 813

[www.mosqueopenday.co.uk](http://www.mosqueopenday.co.uk)