

Institute of Islamic Studies

Friday Khutbah Guidelines

Dear Khateeb, Asslaamu alykum

Thanks for being the khateeb today for this serious responsibility and the honor of standing in the place of our beloved very first Imam Prophet Muhammad (s.a.w). From IIS, we have a few guidelines for the khateeb to follow.

DO'S AND DON'TS IN DELIVERING A KHUTBAH:

DO's

1. Be brief and to the point. Khutbah should not exceed 15 to 20 minutes. Please keep in mind that it is a work day and most people take time off to come to prayer. We want to start and end on time so people do not have any issue with their employer when they go back to work. **First Khutbah should end and Iqamah should be called at 1:30 PM; second khutbah should end at 2:20 PM for the Iqamah. (No exception unless approved by the management.)**
2. Be Optimistic and positive; be cheerful and never forget to smile, always with sincerity.
3. Motivate the community.
4. Try to be as general in your statements as possible, especially regarding nationalities and ethnicity. Remember that you have a diverse audience.
5. Be current in your examples and themes.
6. Be organized and structured. Write your Khutbah. You may use script or note cards.
7. Use simple words. Remember to speak slowly and punctuate. Use simple and easy English.
8. Have a positive delivery style with a lot of energy and enthusiasm.
9. Use eye contact. You need to give the feeling that you really are talking to each individual in the congregation.
10. Initiate action before you conclude the second part of the Khutbah. Let people leave the masjid with a list of things to do.
11. Be people oriented. When you are seated getting ready to deliver the Khutbah, use eye contact, smile, greet people and be sincere.
12. Read people's eyes while delivering the Khutbah.

DON'TS:

1. Never give a Khutbah without extensive preparation for it. It usually takes from 3 to 5 hours to prepare a Khutbah. Remember that it is a very serious responsibility.
2. Never use the Minbar (pulpit) to attack persons regardless of what your justification is. Never be controversial.
3. Never read your Khutbah as if you are just reading. Live your Khutbah.
4. Never think to isolate your community.
5. Never single out another community and play the elite, who has done it all, and who knows it all.
6. Never be too emotional. However, you need to show your personality by expressing your feelings honestly.
7. Never be negative.
8. Never give a Khutbah and run. Stay behind to shake hands with members of the community.