

Bai'at Form Procedure. SUMMARY

EXECUTIVE SUMMARY

- Presidents and regional missionaries must both be satisfied before signing the Baiaat form. If either of them is not satisfied, there should be a one month observation period (from the date the form is filled out) before the form is signed.
- If, after this one month period, either the president or regional missionary is still not satisfied, then both should immediately write a report to Missionary in Charge UK. A copy of the Baiaat form should be sent along with this report. Even if the President does not write a one month report, the regional missionary must do so.
- Missionary in Charge UK may then decide to authorise a further three month observation period. If an extension is not authorised, then the Baiaat form should immediately be sent to the Missionary in Charge, and must not be held up without permission.

CHALLENGES FACED

1. Overall, the Committee concluded that the Bai'at form process is well-designed, and can work effectively if properly implemented.
2. However, the Committee identified a number of problems with regard to the implementation of the Bai'at form system:
 - a. At a local and regional level, Bai'at forms have, on some limited occasions, been unduly delayed for considerable time due to reasons of investigation;
 - b. On some occasions, Bai'at forms have been completed by New Ahmadis but they were not processed at a local level;
 - c. The storage and sharing of Bai'at information has, on occasions, fallen short of the proper standards of data management.
3. Steps need to be taken to ensure that these problems are resolved, inshaAllah.

Bai'at Form Procedure. SUMMARY

APPROVED BAIAT FORM PROCEDURE

1. Bai'at forms should be signed and processed in the local Jama'at where the new member lives.
2. Presidents and regional missionaries must both be satisfied before signing the Baiaat form. If either of them is not satisfied, there should be a one month observation period (from the date the form is filled out) before the form is signed.
3. If, after this one month period, either the president or regional missionary is still not satisfied, then both should immediately write a report to Missionary in Charge UK. A copy of the Baiaat form should be sent along with this report. Even if the President does not write a one month report, the regional missionary must do so.
4. Missionary in Charge UK may then decide to authorise a further three month observation period. If an extension is not authorised, then the Baiaat form should immediately be sent to the Missionary in Charge, and must not be held up without permission.
5. Regional Missionaries and local Presidents should continue to keep a copy of all signed Bai'at forms (with Regional and local serial numbers).
6. After the signature of missionary in charge UK, the original form should be sent to secretary Tabligh.
7. Missionary in Charge UK should meet with Secretaries Tabligh and New Ahmadis on a monthly basis in order to provide information on those Baiaat forms which have been signed, and those which are being observed.
8. Secretary Tabligh should ensure that an accurate and up to date Bai'at database is kept/maintained, detailing all relevant information concerning the Bai'at/new Ahmadi.
9. The Bai'at database should be updated immediately as soon as a New Bai'at is taken.
10. This database should use the same data input methodology as that used by AIMS, to ensure that information, when appropriate and secure, may be easily shared by the Tabligh Dept to AIMS and other relevant departments. The AIMS system and Baiaat database should be uniform. The AIMS team should provide training and supervision in this regard.
11. An up to date version of the Bai'at database should be shared with Secretary New Ahmadis on a weekly basis.