



WORTHING ISLAMIC SOCIAL & WELFARE SOCIETY

WORTHING MASJID ASSALAM (MOSQUE)

VISITOR AND CONSULTANCY POLICY

2011



CONTENTS

Item	Page
Introduction and Welcome	3
Open Day Visits	4
Consultations	4
Teaching Sessions through Outreach	4
The Imam	4
Criminal Records Bureau and Child Protection Policy	5
Insurance	5
Arrangements and Special Days	5
Preparation for attending the Mosque	6
Charges	6
Procedure for arranging any of the above	7
Contact details	7



Introduction

The Worthing Masjid welcomes visitors and this guidance will familiarise you with our policy on this.

The Masjid is the house of Allah, a place of worship and learning and an important institution in Islam. For Muslims after the home and workplace it is the most frequented place. The Masjid plays an active role in the guidance and cohesion of the Muslim community it serves. It provides Islamic teaching for both the young and older generations and a place where advice, support, welfare and spiritual needs can be addressed.

For the wider community it is a place where information and learning about Islam and the Muslim community can be found to cultivate awareness and build community inclusion.

The Worthing Masjid has existed in Worthing since 1994 and serves both the local area and a wider neighbouring catchment. The building is open during prayer times every day with Friday afternoon being the main time of worship each week.

Approximately 20 people attend each of the five daily prayers and it is not unusual for over 500 people to be attending on Friday afternoons and on special holy days.

We have a commitment to building greater awareness and understanding between communities and as such we undertake a range of guidance and support services in the local community. This includes working with health, community safety, education and other local authority departments and with other colleagues including the Police and the community and voluntary sector.



We have three key ways through which you are welcomed to engage with us as follows:

Open Day Visits

These visits are most suitable for groups. This can include schools and other groups of people involving both young people and adults. Visits are normally up to 1½ hours in duration and would include:

- A tour of the premises
- A 40 minute presentation on the five pillars of Islam , the religious holidays and special observances of Muslims followed by questions and answers
- Information about the Quran
- Light refreshments
- An observation of evening prayer (in certain circumstances)

Consultations

A consultation session is normally suitable for individuals, (including teachers and other professionals), families with children and young people. This can cover more in-depth questions and issues including matters of a personal nature, faith matters and research. We can also respond to issues around bullying, abuse or harassment and can help to provide answers within the Muslim community on matters requiring dispute resolution.

Consultancy sessions would normally last up to 2 hours and are designed to provide clear, unbiased and confidential help to further understanding of the Muslim faith and observance of Islam.

Teaching Sessions through Outreach

Teaching sessions can be delivered off-site e.g. in schools or suitable community venues to provide a brief introduction to and overview of Islam including a brief time for questions and answers.

These sessions can be related to curriculum requirements such as Citizenship, Religious Education or general educational objectives. A 'lesson plan' can be agreed in advance if required for school based teaching sessions. These sessions would normally be no longer than 1 hour.

The Imam

All the three ways mentioned above are carried out by The Imam, Idris Nawab, who is a British-born Islamic scholar and Hafiz (a person who has memorised the whole of the



Quran). The Imam is experienced in providing guidance and support to a wide range of groups, individuals and organisations at all levels. Whilst in the Mosque you may also see other members of the community and occasionally members of the committee.

Criminal Records Bureau and Child Protection Policy

The Imam has an enhanced CRB statement and will be the only supervisory point of contact for any children or vulnerable adults who are in the building. The Masjid has a Child Protection Policy which is available on request.

Insurance

The Masjid has £5 million Public Liability insurance and the certificate for this is displayed on the notice-boards in the office and in the main hall.

Arrangements and Special Days

Friday afternoons (from 1.00pm) throughout the year are the main time on which most Muslims come to the Masjid to worship. In view of this, we aim not to have visits or consultations taking place on a Friday.

Similarly around the time of Ramadhan and the two Eid days, the Mosque and the Imam will be very busy which will mean that visits and consultations may be restricted at these times. We would therefore advise you to plan your visit with us well in advance so that we can let you know about dates that are most suitable.



Preparation for attending the Mosque

In preparing to come to the Masjid we ask that you observe the following requirements:

1. To respect at all times that the Masjid is a house of worship and as such is a holy space. All visitors are requested wear modest and loose fitting clothing with their legs covered. Long sleeves are strongly encouraged.
2. Women should wear a head scarf at all times in the Masjid.
3. Alcohol and tobacco are strictly prohibited on the premises and a strictly 'no smoking' and 'no alcohol' policy is also in place within the close external vicinity including the car parking area of the building.
4. Do not consume alcohol or smoke tobacco of any kind before visiting the Masjid.
5. Please observe parking restrictions in place in Ivy Arch Road. Details may be found at the following link:
[://www.worthingmasjid.com/index_findus.html#ParkingRestrictions](http://www.worthingmasjid.com/index_findus.html#ParkingRestrictions)
6. Once a visit is confirmed, should circumstances change in any way, please do let us know as soon as is possible, for e.g. if you will be delayed, etc.
8. We do not allow photography of the Imam or the worshippers including the use of mobile phone cameras .If you wish to record or take photos of the building or your fellow visitors, please pre-arrange this with the Imam.

Charges

The Worthing Masjid receives no statutory funding and must sustain its activities, building up-keep, cleaning and salaries through the personal commitments of its community. We therefore levy small charges to cover the costs of Visits, Consultations and Teaching sessions as follows:

Visits: of 6 - 30 people in a group: £1.50 per visitor.

Consultation sessions: of 1-5 people: £28 per hour.

Teaching Sessions (including planning and research as required): £35 per hour



Procedure for arranging any of the above

If you have a copy of this guidance you already have most of the information you will need. The next step is to select a date for your visit and contact the Imam for a discussion about the date and the other details of your proposed visit. Please bear in mind when calling the Masjid that there is not a team of staff managing the building and the Imam may be otherwise engaged in daily activities so your call may not be answered immediately. We do however aim to answer all enquiries within two working days.

Contact Details:

The Worthing Mosque
Masjed Assalam
Worthing Islamic Cultural Centre
Ivy Arch Road
Worthing
West Sussex
BN14 8BX
Tel: 01903 215163
Mob: 07875540605(Imam) and 07906858671(Chairman)
e-mail: @worthingmasjid.com or @worthingmasjid.com.