

How to Deliver Friday Khutbahs

A. General

Al-khutab is the plural of Al-khutbah, which is a religious talk given on Friday just before performing Salat (prayer). It is considered very important to the extent that it is part of Salat. The daily noon prayers are composed of four cycles (Raka'at), but the Friday Salat is composed of two parts. It is explained that the khutbah is part of Salat, and hence the number of Rakaat on Friday Salat is reduced from four to two.

Since the Khutbah is part of Salat, and since it is given before Salat, Muslims are supposed to come to the Masjid before the Khateeb starts his khutbah.

B. Rules

The following is a partial list of recommendations concerning the rules and regulations of giving a khutbah.

1. The khutbah is composed of two consecutive speeches with a short break of Istighfar (asking Allah for His forgiveness).
2. The Khateeb goes up to the pulpit while still standing and greets the congregating Muslims by saying to them: "Assalamu 'Alaikum"; and then he sits down.
3. The Mu'azzin recites the Adhan (call to prayer). It is the standard Adhan, except that it is given inside the Masjid and in front of the Khateeb, immediately after the Khateeb sits down on the pulpit.
4. The Khateeb should start the khutbah by :

(a) Saying:

"A'uzu Bilahi Minash-Shaitanir Rajeem", which means,
"I seek refuge in Allah from the outcast Satan"

(b) Mentioning the name of Allah, the Most Gracious, the Most Merciful:

"Bismil Lahir Rahmanir Raheem"

(c) Praising Allah for all that He has done for us by saying:

"Al Hamdu Lillahi Rabbil 'Alameen."

(d) Sending blessings and greetings to Prophet Muhammad (pbuh), to his family and to his companions by saying:

"Wassalatu Wassalamu 'Ala Muhammad wa 'Ala Alihi Wa Sahbihi wa Sallim."

5. After that the Khateeb should mention the title of his khutbah so that the Muslims will understand more about his talk.

6. The Khateeb should start his khutbah by quoting an Ayah from the Qur'an related to the subject of his talk. He should follow it with a Hadith from the Prophet about the subject he is going to talk about.

7. He should explain the subject through Qur'an, Hadith and Sirah.

8. It is recommended that the Khateeb should end his first khutbah with an Ayah and a Hadith. It is preferable that they be recited in their original Arabic texts.

9. Before he sits down, he should ask the congregating Muslims to ask Allah for forgiveness, guidance and mercy. He should ask forgiveness for himself, also.

10. After a few moments of pause, he stands up and starts the second khutbah.

11. The second khutbah should start with praise to Allah, followed by Salat and greeting unto the Prophet, his family, his companions and unto their followers, by saying:

"Alhamdu Lillahi Wassalatu 'Ala Rasulillahi Wa 'Ala Alihi Wa Sahbihi Wa Man Wala."

12. It is preferable that the second khutbah be devoted to Du'a' (supplications).

13. The best Du'a' are those from the Qur'an as well as from the Prophet. (see samples under 'Qur'anic Supplications'). The starting of the Du'a' could begin as follows:

Allah (swt) said in the Qur'an, in Surah Al-Ahzab (The Confederates), the following:

"Lo! Allah and His angels shower blessings on the Prophet. O you who believe! Ask blessings on him, salute him with a worthy salutation." (33:56)

The Khateeb is to continue to say the following:

"Allahuma Salla 'Ala Muhammadin Wa 'Ala Ali Muhammadin, Kama Sallaita 'Ala Ibrahim Wa 'Ala Ali Ibrahim, Allahuma Barik 'Ala Muhammadin Wa 'Ala Ali Muhammad, Kama Barakta 'Ala Ibrahim Wa 'Ala Ali Ibrahim. Fil 'Alameena Inaka Hameedun Mujeed."

"O Allah! Greet Muhammad and the family of Muhammad, as you greeted Ibrahim and the family of Ibrahim."

"O Allah! Bless Muhammad and the family of Muhammad, as you blessed Ibrahim and the family of Ibrahim."

"Indeed You are (Ya Allah) Ever-Praised and Ever-Exalted in the universe!"

14. The Khateeb should then recite several Du'a'.

15. After finishing reciting certain Du'a', it is recommended that the Khateeb end the khutbah by saying:

"Glorified by your Lord, the Lord of Majesty, from that which they attribute (unto Him). And peace be unto those sent (to warn). And praise be to Allah, Lord of the Worlds!" (37:180-182)

16. Then he may say the following:

"Allah commands justice, the doing of good, and giving to kith and kin, and He forbids all indecent deeds, and evil and rebellion: He instructs you, that ye may receive admonition." (16:90)

17. The Khateeb should then instruct the Mu'azzin to give the Iqamah.

Indeed, Salat preserves from lewdness and iniquity, but verily remembrance of Allah is more important. And Allah knows what you do." (29:45)

18. While facing kaabah, the Khateeb starts his Salat of two Rakaat Fard Salat ul jumu'ah in a jama'ah.

19. The Salat is a regular one, except that the recitations of Qur'an are conducted vocally like those of Fajr, Maghrib and Isha' prayers.

20. Time should be allocated for the congregating Muslims to perform the after Sunnah Salat as well as to make their Tassbeeh and Du'a'.

21. Muslims should leave the Masjid politely with solemnity and serenity. While leaving, they should get to know each other and improve their relationships.

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