



Education & Community Director - IALFM

Position Title: Religious Director
Location: Islamic Association of Lewisville and Flower Mound (IALFM), Texas
Position Type: Full-time (160 hours/month)
Reports To: IALFM Board of Directors

Position Overview

The Religious Director is a full-time position responsible for providing spiritual leadership, delivering religious services, overseeing Islamic education, and promoting meaningful engagement within the IALFM community. The role requires regular on-site presence, especially during peak masjid hours, and collaboration with the Imam, Board, and various program coordinators to foster an active and spiritually vibrant environment.

Core Responsibilities

Religious Services & Leadership

- Lead 2 Fajr and 3 Isha prayers weekly (on designated days when Imam is off).
- Deliver 1–2 Friday khutbahs per month and lead all prayers during Imam’s PTO or absence.
- Conduct Qur’an and Islamic education classes on a weekly or bi-weekly basis.
- Perform nikahs, janazahs, and provide Islamic guidance for life events.
- Participate in Ramadan, Eid, and other special religious activities.
- Lead and organize all Ramadan-related programs, including attending Taraweeh, delivering daily or weekly Khatiras, and organizing Qiyam-ul-Layl programs and youth overnights.
- Active participation of fundraising activities.

Educational Program Oversight

- Coordinate, manage, and conduct educational programs for high schoolers, adults, and senior community members.
- Plan and lead summer camps and similar enrichment programs aligned with Islamic values.
- Support sisters’ education initiatives and review class content for alignment with Islamic values.



Community Engagement & Leadership

- Be present at the masjid from Asr to Isha, five days per week, to:
 - Engage with youth
 - Support community members
 - Mentor volunteers and leaders
- Represent IALFM at interfaith events, civic programs, and public forums.
- Oversee community event planning, ensuring religious appropriateness and spiritual impact.
- Provide pastoral counseling to families, couples, and individuals.

Expected Work Hours (Approx. 160 hrs/month)

Category	Estimated Hours/Month
Masjid Presence (Asr–Isha, 5 days/week)	60 hrs
Prayers (Fajr & Isha)	10 hrs
Teaching / Classes	30 hrs
Counseling / Office Hours	15 hrs
Community Events & Outreach	25 hrs
Planning / Curriculum Oversight	20 hrs
Total Estimated	160 hrs/month

Flexibility is expected for major events like Ramadan, Eid, or funerals.



Measurable Performance Metrics

Focus Area	Performance Indicator
Prayer Leadership	≥90% attendance for assigned Fajr/Isha prayers weekly
Khutbah Delivery	Minimum 2 khutbahs/month with positive community feedback (survey or board input)
Community Presence	5 days/week Asr-Isha onsite presence, logged via board check-ins or tracking tool
Classes & Education	Minimum 4 classes/month taught or facilitated with ≥75% average attendance
Curriculum Oversight	Quarterly updates/review of Sunday School/Pillars curriculum with coordinator input
Counseling Services	Minimum 5 counseling sessions/month; tracked anonymously with client satisfaction
Event Participation	Active involvement in 100% of major events (Eid, Ramadan, fundraisers, youth camps)
Outreach	Participation in minimum 1 interfaith/community engagement per quarter
Responsiveness	Respond to community needs/messages within 48 hours; monitored by board liaison

Metrics will be reviewed quarterly by the Board with input from program leads and community feedback.

Qualifications

- Graduate-level degree or equivalent traditional Islamic education in Islamic Studies or Shari'ah.
- Minimum 2–3 years in a religious or community leadership role.
- Strong command of English (Arabic and/or Urdu/Bangla is a plus).
- Culturally aware, with experience serving diverse Muslim communities in the American context.
- Effective communicator, team collaborator, and youth mentor.