Assistance in the Management of the Taklim Assembly Al Mukhlisin Mosque Air Bang, Curup Tengah, Rejang Lebong

Syaiful Bahri[1*], Jumira Warlizasusi[2], Mardian Effendi[3]
[1,2,3]Institut Agama Islam Negeri (IAIN) Curup
Bengkulu, Indonesia
✉ syaiful@iaincurup.ac.id*

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Abstract

This community service was motivated by the activities of the Taklim Assembly at the Al-Mukhlisin Mosque which is located on Jl. Bhakti Osis 1, Air Bang Curup Tengah Subdistrict, for the past 5 years has not been actively carrying out its functions and activities so that there is no communication and friendship between administrators, especially with the national Covid-19 outbreak (several administrators have died). The aim of this activity is to provide administrative management assistance to the Al-Mukhlisin Mosque Taklim Assembly. The results of the activities included that the Al-Mukhlisin Mosque Taklim Assembly management was able to understand and create agenda books for incoming and outgoing letters, create AD and ART, make proposals for the permit registration process and obtain statistical numbers from the Ministry of Religion of Rejang Lebong Regency, make submissions or requests to study presenters, make a letter expedition book, make notes in the general cash book of the Taklim Assembly, make reports on the implementation of the Taklim Assembly's activities, take attendance of administrators and congregations as well as other taklim assembly activities, make draft speeches and opening remarks, make arrangements and series of activities of the Taklim Assembly and other activities, make books and notes on meeting minutes, creating a schedule for the Taklim Assembly's activities and management activities. So, it can be concluded that administrative management assistance provides understanding and a sense of enthusiasm for the administrators and members of the Taklim Assembly in carrying out the administrative management of the Al-Mukhlisin Mosque.

A. Introduction

Islam is a missionary religion with a claim to universality, guiding every aspect of human life. The political nature of religion in Islam requires the submission of public and private spheres to the will of Allah, as revealed in the Koran and exemplified in the sunnah of the Prophet Muhammad. The Islamic faith system requires complete human submission to Allah, with the duty of Muslims to invite all humanity to submit to Allah's commands throughout the world. Islam is not only a spiritual belief, but also plays a vital role in the structure of society, as illustrated in the preaching activities of the Prophet Muhammad. Muslims' responsibilities include reminding each other, calling for goodness, and preventing bad behavior in a kind and loving way.

Da'wah is a process of calling, inviting and guiding humanity to behave well in accordance with the instructions of Allah Azza Wa Jalla and His Messenger. Da'wah also has the aim of spreading the teachings of the Islamic religion, improving morality, and strengthening the spiritual bond between individuals and God. The da'wah process can be carried out through various means, such as teaching, lectures, and real

examples of the behavior of a devout Muslim. The importance of da'wah lies in efforts to guide humanity to live according to Islamic values, create a just society, and spread goodness in all aspects of life. Da'wah also teaches tolerance, mutual understanding and peace as a means of building harmonious relationships between individuals and between communities in society (Saputra et al., 2021; Suali, 2020; Sule, 2023).

The existence of the ta'lim assembly is not only limited as a place of recitation, but also as a learning and meeting center for Muslims. The ta'lim assembly is a forum for participants to increase their understanding of Islamic teachings, both in terms of worship, ethics and social norms (Aswat et al., 2022; Solechan, 2024). Apart from that, the existence of the ta'lim assembly also creates an atmosphere that supports solidarity and togetherness among members of the Muslim community (Hadirman et al., 2023; Nugraha, 2020).

The ta'lim assembly is often a place where ulama or spiritual guides give lectures, studies and answers to religious questions. This provides an opportunity for Muslims to deepen their understanding of Islamic teachings and receive spiritual guidance. More than that, the ta'lim assembly can function as a place to build a strong community, where its members support and inspire each other in their journey of life as Muslims (Aulia et al., 2022; Gusmanti et al., 2020; Mas'ud, 2021). Thus, the existence of a ta'lim assembly not only provides individual benefits in terms of increasing religious knowledge, but also has a positive impact on the formation of an obedient, ethical and mutually caring society. Non-formal diniyah education can be provided in the form of majlis taklim, Al Qur'an education, diniyah takmiliyah, and recitation of the book (Halimah et al., 2021; Priatna, 2020; Rohmatullah, 2023; Yahya, 2023).

One of the most important ways to protect Deen al-Islam (Islam and its teachings) is da'wah, which is prescribed by Islam from various sources (Riauan et al., 2020; Widoyo & Islamy, 2022). All the Prophets of Allah and their followers have used this method in the best way. The aim is to increase the spiritual and moral awareness of the participants. This includes an understanding of the guidance of the Koran and hadith, ethical values, and life principles in accordance with Islamic teachings. The presentation of material in the recitation aims to provide a deep understanding of the teachings of the Islamic religion and provide practical guidance for implementing them in everyday life.

Apart from that, the delivery of material in recitation also has the aim of creating a correct and comprehensive understanding of Islamic teachings, preventing society from having wrong or extreme understandings. The speaker in the recitation has an important role as a facilitator to explain religious concepts in language that is easy for the participants to understand, so that participants can apply these teachings well in their daily lives, and can contribute to calling for goodness and preventing evil as the word says. Allah Ta'ala:

وَلْتَكُنْ مِنْكُمْ أُمَّةٌ يَّدْعُوْنَ ا above ا يَّدْعُوْنَ أُمَّةٌ مِنْكُمْ وَلْتَكُنْ ۙوُلٰٓئِكَ هُمُ الْمُفْلِحُوْنَ ١٠٤

Meaning: Let there be among you a group of people who call to virtue, command (do) what is virtuous, and forbid what is evil. They are the lucky people. (Qs. Ali Imran/3 : 104)

Thus, the delivery of material in recitation is not only a means of transferring religious knowledge, but also a vehicle for character development, moral development, and the formation of attitudes in accordance with Islamic teachings. This can make a positive contribution in forming individuals who adhere to Islamic religious values and contribute positively to society.

Taklim Assembly activities at the Al Mukhlisin Mosque which is located on Jl. Bhakti Osis 1, Air Bang Curup Tengah Subdistrict, for the past 5 years has not been actively carrying out its functions and activities so that there is no communication and friendship between administrators, especially with the National Covid 19 outbreak (some administrators died).

In March 2022, the Al Mukhlisin Mosque ta'lim assembly located on Jl. Bhakti Osis 1, Air Bang Curup Tengah Subdistrict was reactivated by forming a new management with a membership of 58 women. Al Mukhlisin Mosque's ta'lim assembly is held every Friday starting at 13.30 until finished with a schedule of asatidzah (Lecturers) in the first week, the speakers come from IAIN Curup and from the Rejang Lebong Ministry of Religion, while in the second week, in the third and fourth, tahsin learning activities were carried out.

To realize the sustainability of the activities of the Al Mukhlisin Mosque's ta'lim assembly, it is deemed necessary to carry out organizational management assistance in the hope that the management and members will not only gain useful knowledge but are also expected to be able and able to carry out high-quality and sustainable organizational management.

B. Research Method

The method of implementing the service program was adapted to the assistance of the post-faculty Al Mukhlisin Mosque Taklim Assembly in recent years, and because of the COVID-19 pandemic, the program was implemented in several stages. To provide community service partners with suggestions for improvement, the implementation of the community service program is carried out in several stages, which include:

Preparation Stage

To plan all community service events. There are several tasks to complete at this point. The first is internal coordination, where teams come together to discuss conceptual and operational planning. The second is external coordination, where this activity is carried out with related school partners. The third is creating tools for service activities, such as presentations, PowerPoint and discussion media. The final step is to prepare activities, which include training and documentation.

Implementation Stage

All community service actions correspond to the first step. Various activities were carried out to accompany the taklim assembly at the Al Mukhlisin Mosque, which is located on Jalan Bhakti Osis 1, Air Bang Village, Curup Tengah District, Rejang Lebong Regency. Initial activities, implementation, supervision and reporting are some of the parts.

The initial activities carried out by lecturers and students began by collecting information about the condition of Air Bang Village, which focused on Jalan Bhakti Osis 1. Furthermore, information about education that was already running in the area was also explored. both early childhood education, elementary schools, madrasah diniyah, and majlis taklim. The aim is to make it easier to create programs and plan community service programs.

The implementation activities used a friendly approach by visiting the heads of the RT and RW as well as several women around the taklim assembly, with the help of the RT and RW women.

Evaluation Stage

At this time, Tanjung stated that this was part of the process of assessing the extent of the implementation of the service and the extent to which the community felt the achievement of the activities. Program evaluation and reflection, development of project modules, and follow-up which includes integrated services and assistance are part of the third stage, which is the follow-up stage.

C. Result and Discussion

Moh As' adi and Muttaqin have also accompanied religious activities at the AlFalah mosque. Their activities focus on learning iqro', five daily prayers, yasinan, tahlilan, regular recitation, sermon schedule, prayer leader, call to prayer and iqamah, Qur'an sermons, and competitions. Considering the different locations and types of activities, the service carried out by Moh As' adi and Muttaqin is definitely different from the service discussed in this paper. They are different because activities are carried out at the hamlet level and at the majlis taklim.

Preliminary preparation

Lecturers from the Islamic Education Management Study Program (MPI) Strata 1 in partnership with IAIN Curup lecturers and postgraduate students have carried out community service through the taklim assembly mentoring program at the Al Mukhlisin Mosque which is located on Jalan Bhakti Osis 1, Air Bang Village, Curup Tengah District, Rejang Lebong Regency. After hiatus and inactivity following the COVID-19 pandemic. This can explain why the activities of the taklim assembly which were initially stagnant now have the enthusiasm to seek knowledge again. This can be seen from the various stages of community service carried out, as shown below:

a. Committee and Participants

The community service group (PKM) which carries out the officers is what is meant by the committee based on the Decree of the Chancellor of IAIN Curup Number 0294 of 2023 concerning the appointment of lecturers for community service activities (KPM) at the Curup State Islamic Institute in 2023, with personnel, Dr. H Syaiful Bahri, M.Pd as chairman, Dr. Hj. Jumira Warlizasusi, M.Pd as member and Mardian Effendi (student) as member

The committee has a crucial role in designing, organizing and implementing various activities aimed at providing benefits to the community. The committee's duties include event planning, gathering resources, coordinating participants, and evaluating the results of activities.

The committee is also responsible for establishing cooperation with related parties, be they government institutions, the private sector, or local communities. They act as a liaison between the implementation of activities and the needs and expectations of the target community. In the context of PKM activities, the committee is not only tasked with organizing events, but also plays an active role in understanding community problems and finding solutions that can have a positive impact.

Through the committee's active role, it is hoped that PKM activities can run smoothly and make a real contribution to community development. The involvement of a competent and dedicated committee is the key to success in achieving the community service goals carried out by the PKM group.

b.   Resource Person and Moderator

Resource person and moderator in the implementation of administrative management assistance for the Al Mukhlisin Mosque taklim assembly. It is an important element in determining the success of the event. Resource persons, who are often experts in their fields, have the responsibility to provide insight, knowledge and views that can benefit the administrators and members of the taklim assembly. They can deliver material about administrative management, organizational governance, and practical matters related to managing religious activities.

Meanwhile, the moderator has a role as a discussion facilitator and event manager. The moderator's duties involve guiding questions from participants, maintaining a smooth dialogue, and ensuring that all material presented by the resource person can be well understood by the audience. The moderator can also open up space for interactive discussions, giving participants the opportunity to share their experiences and views regarding the administrative management of the taklim assembly.

The presence of competent speakers and moderators will provide added value in efforts to improve the administrative management of the taklim assembly. Through good dialogue and interaction between resource persons, moderators and participants, it is hoped that taklim Assembly administrators can gain more in-depth and practical knowledge to apply in the administrative management of their religious activities.

Resource persons and moderators in the implementation of administrative management assistance for the Al Mukhlisin Mosque taklim assembly are as follows:

Source: Dr. H Syaiful Bahri, M.Pd and Dr. Hj. Jumira Warlizasusi, M.Pd

Moderator: Mardian Effendi

Implementation of Initial activities

At this point, observations and interviews were carried out with sub-district staff members, including the village head, RT and RW, as well as community elders. The results show that:

1.   There are taklim Assemblys that have stopped or not carried out recitation activities for women during the COVID-19 pandemic, which is estimated to last for around two years.
2.   There are difficulties in gathering the majlis taklim ladies again to start activities.
3.   There are difficulties or shortages of teaching staff and presenters (ustadz).

The above problems must be resolved immediately. Based on this problem, several solutions were initiated or offered, including:

1.   Reactivate the Al Mukhlisin Mosque's taklim Assembly after several years of stagnation.
2.   Take a personal approach by starting a relationship with the village head, RT, RW, village elders, religious leaders, and mothers who are active in majlis taklim.
3.   Collaborate and communicate with ustadz in the local sub-district.
4.   Provide material that is not only related to religion but can also be combined with other topics.
5.   Provide material that can be combined with other topics

"Planning is determining what will be done. Planning contains a series of broad decisions and explanations of objectives, determining policies, determining programs, determining certain methods and procedures and determining activities based on daily schedules," said Abdul Majid.

Meanwhile Harjanto said that planning is more important than implementation because it is the process of determining where to go and finding the necessary needs in the most efficient way. Oemar Hamalik said that several things that must be considered when making a plan are as follows: 1) The plan must be adjusted to the available resources, 2) it must consider the situation and conditions of the school community, and 3) as a learning manager, you must carry out your duties and functions with full responsibility.

Implementation Activities

as part of continuous efforts to strengthen the administrative capacity of the administrators and members of the taklim assembly. With a regular schedule every Friday, it is hoped that the participants will be able to consistently participate in these mentoring activities and gradually improve their skills in managing the administration of the taklim assembly.

This administrative assistance covers various aspects, such as preparing financial reports, documentation management, activity planning, and participant data management. Through guidance from resource persons and guidance from moderators, taklim Assembly administrators can learn best practices in managing administration efficiently and transparently.

By setting the period from May to November 2023, it is hoped that this administrative assistance activity can provide a sustainable positive impact, building a strong foundation for the Al Mukhlisin Mosque's taklim assembly to organize religious activities in a better and more organized manner. The implementation of administrative assistance for the Al Mukhlisin Mosque taklim assembly can be seen in the following table:

Table 1. Schedule of Administrative Assistance for the Al Mukhlisin Mosque Taklim Assembly

No	Activity date	Material	Source person	Moderators	Technical
1	04-10-2023	Coordination of mosque management, installing name boards, making invitation letters and making letter agenda books	Syaiful Bahri	Jumira Warlizasusi	Mardian Effendi
2	05-04-2023	Making letter expedition books, making activity attendance lists, organizing recitation activities and making AD/ART	Syaiful Bahri	Jumira Warlizasusi	Mardian Effendi
3	06-05-2023	Creation of MT reports; Making MT statistical number proposals	Syaiful Bahri	Jumira Warlizasusi	Mardian Effendi
4	07-08-2023	Study Administration Management; Preparation of interviewee invitation letters	Jumira Warlizasusi	Syaiful Bahri	Mardian Effendi
5	08-12-2023	Recitation Administration Management; preparation of invitation letters for speakers	Syaiful Bahri	Jumira Warlizasusi	Mardian Effendi
6	09-16-2023	Recitation Administration Management; preparation of invitation letters for speakers	Syaiful Bahri	Jumira Warlizasusi	Mardian Effendi
7	10-14-2023	Recitation Administration Management; preparation of invitation letters for speakers	Syaiful Bahri	Jumira Warlizasusi	Mardian Effendi
8	11-25-2023	Recitation Administration Management; preparation of invitation letters for speakers	Syaiful Bahri	Jumira Warlizasusi	Mardian Effendi

Activity Results

Outputs from the administrative management assistance activities of the Al Mukhlisin Mosque taklim assembly include:

1. The administrators of the Al Mukhlisin Mosque's taklim assembly can understand and create agenda books for incoming and outgoing letters.
2. The management of the Al Mukhlisin Mosque's taklim assembly understands and can make AD and ART;
3. The management of the Al Mukhlisin Mosque's taklim assembly understands and can make proposals for the permit registration process and obtain statistical numbers from the Ministry of Religion of Rejang Lebong Regency;
4. The administrators of the Al Mukhlisin Mosque's taklim Assembly understand and can make submissions or requests to study presenters
5. The administrators of the Al Mukhlisin Mosque's taklim assembly can understand and create a letter expedition book
6. The administrators of the Al Mukhlisin Mosque's taklim assembly understand and can make notes in the general cash book of the taklim majelis
7. The administrators of the Al Mukhlisin Mosque's taklim assembly understand and can make reports on the implementation of the taklim assembly's activities
8. The Al Mukhlisin Mosque taklim Assembly management understands and can record the attendance of administrators and congregation as well as other taklim Assembly activities
9. The administrators of the Al Mukhlisin Mosque's taklim assembly understand and can create speech concepts and welcoming remarks
10. The administrators of the Al Mukhlisin Mosque's taklim assembly understand and can create the structure and series of activities of the taklim assembly and other activities.
11. The management of the Al Mukhlisin Mosque's taklim assembly understands and can make books and notes of meeting minutes.
12. The management of the Al Mukhlisin Mosque's taklim assembly understands and can create a schedule for the taklim assembly's activities and management activities.

Figure 1. Activity Documentation

After carrying out this activity, it is hoped that the management and members of the Al Mukhlisin Mosque's taklim Assembly will be able to continue and develop the results and achievements of this mentoring program. The LPPM, in this case the Community Service Campus, hopes that similar activities can be continued in the future.

D. Conclusion

From the service activities it can be concluded that administrative management assistance to the Al Mukhlisin Mosque taklim assembly has achieved the goal of providing understanding and practice, the enthusiasm of the administrators and members of the Al Mukhlisin Mosque's taklim Assembly in receiving mentoring materials, the management of the Al Mukhlisin Mosque strongly supports this service activity by providing administrative management assistance to the taklim assembly at their mosque.

E. Acknowledgments

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