



## ICOE Policies & Guidelines

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The purpose of this Communication Policy document is to provide guidelines for proper communication within the premises and scope of the Islamic Center of Eastside (ICOE). Proper communication serves to safeguard the well-being and safety of the community as a whole and must take priority over the privileges and expression of the individual.

### General Communication

The communication policy includes the following guidelines:

1. Anyone wishing to make announcements or distribute any literature/talk with or without microphone system on ICOE premises must seek the permission of the Board of Directors or ICOE Imam.
2. **ON PREMISES** - Human pictures and inappropriate messages or political content are not allowed to post on the notice/bulletin board or anywhere inside ICOE premises. (Examples include flyers with human pictures, violent pictures or picture of adult men and women, etc.).
3. All ICOE official communication will be sent to the community using official ICOE email addresses (@eastsidemosque.com). In addition important updates will also be posted on the bulletin/notice boards on both the men's and women's side.
4. **ICOE EMAILS** – ICOE emails (google groups) should be used for general community communications. Appropriate human pictures on community related flyers are allowed via digital/email communication ONLY (Reviewed by ICOE Imam). No commercial, marketing, personal profit advertisements or political content.
5. ICOE is not responsible for any consequences of non-ICOE generated emails.
6. ICOE will generally approve community emails in 1-2 days. For urgent emails, please contact ICOE communications team at [communications@eastsidemosque.com](mailto:communications@eastsidemosque.com)
7. All emails will be approved based on the above mentioned criteria and ICOE emails are moderated by communications team.
8. All members and non-members of ICOE will observe the Islamic Code of Conduct and Ethics in all proceedings and at all times before and after salah within ICOE premises.
9. For any concerns with email/flyer contents conflicting with Islamic values, communications team will consult with board and ICOE Imam and inform the sender accordingly.

Detail communication policies and guidelines can be found by visiting 'Contact Us' page online:

<http://eastsidemosque.com/contact.php>



## ICOE Policies & Guidelines

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### Khutbah & Speakers

- We thank Almighty Allah for having blessed us with the wealth of Islam. In Islam Masjid plays a very vital role in imparting true knowledge of Islam to educate and guide the community. This responsibility is mainly delivered by the speakers of the masjid whose mission is character building, reformation of humanity, motivate people to do good deeds and prevent them from disobeying Almighty Allah and his messenger (SAW).
- The Speakers shall turn attention of audience from worldly desires and temptations to everlasting life of hereafter and towards the greatness of the our creator Allah (SWT). The Speakers work on audience to remove arrogance and selfishness from their hearts and fill it with humbleness, care and well-wishing for others.
- While speakers have above mentioned responsibilities, in the contemporary world due to the various misinterpretations of teaching of Islam, ICOE speakers have responsibility to guide the community and keep them steadfast in the light of established beliefs and practices of Ahle Sunnat Wal Jamat.
- Speakers at ICOE shall not use khutbah or any language that targets or offends any individual or any group of the community as Islam teaches us to dislike the sin but not the sinner.
- At the same ICOE members are advised to present themselves with discipline (adab) and desire to learn the teachings of Islam and understand the speaker's intentions and responsibility is to guide the community and invite them to good and prevent them from Evil.
- If the congregations has any concerns with a sermon or any ICOE matter they are advised to follow the compliant process and reach out to responsible members of ICOE or contact [board@eastsidemosque.com](mailto:board@eastsidemosque.com)

**Dated: 11-30-2018.**