

# Tahfidz Al-Quran Extracurricular Management in SMP Negeri 2 Purwokerto

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**Abstract**— This study aims to describe the extracurricular management process of Tahfidz Al-Quran in SMP Negeri 2 Purwokerto which includes planning, organizing, implementing and monitoring. The technique of collecting data uses observation, interviews, and documentation. The data analysis techniques use the stages of data reduction, data display and conclusion drawing/ verification. The results of study show that: (1) Planning of the program is carried out by conducting observations and teacher meetings. The purpose is to determine the objectives of the program, the instructor, the needs of the facilities and infrastructure and making the control book/ achievement book. (2) Organizing programs is done by determining program coordinators, instructor selection, schedule management. (3) Actuating is carried out with memorization and repetition methods which are conducted every Monday, by grouping into 4 categories namely Iqro Class, Quran Reading Class, Tahfidz Class and Qiroah Class. (4) Controlling is carried out in collaboration with the STAIN Purwokerto Faculty of Islamic Education and with the program coordinator. Supervision carried out is direct supervision. Program evaluation is carried out with Tahfidz Al-Qur'an and Khotmil Quran open examinations for students every once a year.

**Keywords**— *management; extracurricular; tahfidz al-quran*

## I. INTRODUCTION

Extracurricular activities are activities that support intracurricular activities to assist the development of students in schools which are carried out outside official school hours. Extracurricular activities are intended so that students are able to expand their knowledge, develop interests and talents, and develop attitudes and behavior.

Extracurricular activities at school are generally developed in several fields such as sports, arts, scouting, religion etc. The implementation of extracurricular activities is not just to channel students' talents, but can be used as a place to shape the character, abilities and personality of students. According to [1] states that student personality development is at the core of developing extracurricular activities. Through extracurricular activities will make students develop new interests, instill responsibility, cooperate and get used to independent activities.

As learning and teaching activities outside the classroom or outside intracurricular activities, extracurricular activities have several functions and goals, including: increasing abilities,

channeling and developing potential, practicing discipline, honesty, trust and responsibility, and developing students' ethics and morals [2]. In addition [3] states that extracurricular activities have contributed to changes in character and to student learning so as to form student intelligence.

Based on the important role of extracurricular activities, each school develops these activities through various fields, one of which is SMP Negeri 2 Purwokerto. SMP Negeri 2 Purwokerto in an effort to develop the interests and talents of its students by holding various kinds of extracurricular activities as a forum to develop the interests, talents, potential and character of the students. One of the activities carried out is the extracurricular activities of the Tahfidz Al-Quran program or memorization of Al-Quran by 2 juz, namely juz 29 and juz 30. SMP Negeri 2 Purwokerto is the only public school in the Banyumas region that applies the Tahfidz Al-Quran program for the students. the students. Because in general the Tahfidz Al-Quran program is carried out in madrasa or pesantren educational institutions and also in several schools with the basis of religious education which promotes Islamic religious education more than other education.

SMP Negeri 2 Purwokerto has students who have good character in accordance with religious values. This statement is based on observations during the research conducted by the researcher. Not only having good character, students of SMP Negeri 2 Purwokerto in a period of 5 years in a row always ranked first for the National Examination results in Banyumas Regency. In addition, from the 2018 to 2019 achievement data, there were 140 academic and non-academic achievements at the district and provincial levels.

The Al-Quran Tahfidz Program which is carried out at SMP Negeri 2 Purwokerto is also one of the leading programs in SMP Negeri 2 Purwokerto. The Tahfidz Al-Quran extracurricular program implemented by SMP Negeri 2 Purwokerto is required for all students who are Muslim, and for students who are non-Muslim, the school conducts extracurricular training for preachers and Bible study. The religious extracurricular activities must be attended by all students from grade VII to class IX and held once a week, on Mondays.

In order to succeed the Tahfidz Al-Quran extracurricular program, qualified resources are needed to carry out these activities. In order for the implementation of the Tahfidz Al-

Quran program to run in accordance with the expected objectives, it is necessary to have a management activity. Management means getting things done effectively through people to achieve the desired results and objectives [4]. Besides that [5] defines that management is a planning, implementation and supervision of resources owned to achieve goals effectively and efficiently.

Management has 4 functions, there are planning (defining goals, setting strategies and developing plans), regulating (arranging jobs), leading (working with and through people), and controlling (monitoring, compare, and improve work performance) [6]. The same understanding is mentioned that regarding the notion of management, that the management process involves planning and budgeting, organizing and staffing and controlling and solving problems [7]. Based on several definitions, it can be understood that management is a process that consists of planning, organizing, actuating, controlling by empowering all resources to achieve goals effectively and efficiently.

Meanwhile, extracurricular management is the entire process of management activities carried out in an organized manner in relation to the extracurricular activities program in the institution [8]. Similar understanding is explained that extracurricular management is the entire process that is planned and organized in an organized manner regarding school activities carried out outside of class hours (curriculum) to cultivate and develop the potential and talents of students through activities that are compulsory or optional [9].

Based on some of the explanations above, it can be interpreted that extracurricular management is the planning, implementation and control of extracurricular activity program development activities in schools. Extracurricular management is carried out through the following four stages: (1) planning an analysis of needs, types, backgrounds, objectives, budgets, materials, assessment tools, schedules, facilities and infrastructure, outputs, instructor criteria, (2) organizing the division of tasks, powers and responsibilities extracurricular activity personnel, (3) carry out extracurricular activities according to planning and organization, and (4) evaluate extracurricular activities [10].

The descriptions above are the background of the researchers to conduct research on the management of the Tahfidz Al-Qur'an extracurricular at SMP Negeri 2 Purwokerto, with the formulation of the problem "How is the management of the Tahfidz Al-Qur'an extracurricular at SMP Negeri 2 Purwokerto?". Therefore, the purpose of this study is to describe the Tahfidz Al-Quran extracurricular management process in SMP Negeri 2 Purwokerto which includes planning, organizing, actuating and controlling.

## II. METHODS

This study uses a qualitative approach, with the research design used is a case study. The key informant in the study was the principal, while other supporting data was obtained through additional informants, namely several teachers, trainer, and students. Data collection techniques were obtained through in-depth interviews, observation and documentation. The study

was conducted by collecting data in advance from the field where the research site is SMP Negeri 2 Purwokerto. Research data that has been obtained, then analyzed by reducing the data in accordance with the needs of the research focus. The reduced data is then presented and conclusions drawn.

## III. RESULTS AND DISCUSSION

### A. Results

#### 1) Tahfidz Al-Quran Extracurricular Planning

The basis of the Tahfidz Al-Quran extracurricular planning at SMP Negeri 2 Purwokerto is the elaboration of the school's vision and mission, namely MANGGUL MONAS, or an extension of Belief (Beriman), Excellence (Unggul), Modernity (Modern), Environmental Care (Peduli Lingkungan) and International Insight (Berwawasan Internasional). In other words, extracurricular Tahfidz Al-Quran is one of the school programs that is a translation of one value of vision, namely Beriman. In addition, the program was chosen because the majority of students in SMP Negeri 2 Purwokerto are Muslim so it would be very good in teaching Islamic education if there were religious extracurriculars. It is expected that after obtaining the extracurricular tahfidz al-Quran the students will become the tahfidzul Al-Quran as a whole and be able to apply attitudes and behaviors as contained in the Al-Quran.

The Tahfidz Al-Quran extracurricular planning process is carried out through several stages, there are the stages of observation, coordination meetings, program preparation and implementation. Observations were carried out to determine the condition of the students, the condition of the school environment and the conditions of school facilities and infrastructure. Furthermore, at the coordination meeting it was held to select the program coordinator and to determine the institutions that would cooperate in the extracurricular implementation of the Tahfidz Al-Quran. The program coordinator then began to develop a work program which would then be carried out by the program and supervision of the Tahfidz Al-Quran extracurricular program. In the last stage, evaluation, the program coordinator made a control book/ student achievement book as a reference in evaluating the Tahfidz Al-Quran program.

#### 2) Tahfidz Al-Quran Extracurricular Organizing

Organizing conducted by SMP Negeri 2 Purwokerto in the Tahfidz Al-Quran extracurricular there are through teacher coordination meetings and then carried out the selection of program coordinators who are in charge of program managers. In organizing, it also discusses the management of the program, and the result is: The principal as the person in charge is assisted by the deputy headmaster, then the coordinator creates a work program and then carries out the activities and also conducts supervision during the activity. The program coordinator is assisted by several supervisors who have been determined at the coordination meeting. The supervisors are students of the State Islamic High School (STAIN) Purwokerto faculty of Ushuludin. Furthermore, the program coordinator and supervisors discussed the procedure for implementing the Tahfidz Al-Quran extracurricular activities which will include the schedule of activities and equipment needed to support the process of extracurricular activities.

### 3) *Tahfidz Al-Quran Extracurricular Actuating*

The actuating of the Tahfidz Al-Quran program at SMP Negeri 2 Purwokerto is a realization of planning that has been set and organized before. The Tahfidz Al-Quran extracurricular program is held every Monday during religious extracurricular activities and is attended by all Islamic religious students. The program involved and collaborated with the State Islamic College (STAIN) of Purwokerto faculty at Ushuludin. In its implementation, STAIN sent several students as ustadz/ustadzah in SMP Negeri 2 Purwokerto to be the guiding students in memorizing the Al-Quran.

Guidance for memorizing the Al-Quran is carried out by STAIN students with the division of each class guided by 1-2 religious teachers (ustadz/ustadzah). Then each class is divided into 4 groups based on students' ability to read the Al-Quran. The 4 groups are:

- a) Iqro Class, this class is specifically for students who have not been able to read the Al-Quran;
- b) Al-Quran Reading Class, this class is specifically for students who have been able to read the Al-Quran but have not been fluent in reading it;
- c) Tahfidz class, this class is specifically for students who have fluently read the Al-Quran and interested in memorizing Al-Quran juz 29 and juz 30;
- d) Qiroah Class, this class is specifically for students who have read the Al-Quran fluently and are interested in reading the Al-Quran beautifully.

Tahfidz Al-Quran extracurricular program is carried out by memorizing deposit methods and repetition methods. The memorization deposit method is carried out with students who have memorized a number of verses (Ayat) or letters (Surat) for several days depositing memorized results to the ustadz/ustadzah individually. When depositing memorized results, students only recite the verse or letter without reading the Al-Quran and the ustadz/ustadzah listens and corrects if there are errors in pronunciation. In the process of memorizing verses or letters, students are free to choose verses and letters that will be memorized according to the students' abilities. The school gives students time to memorize verses and/or letters in the morning before starting the lesson each day. More precisely at the time of the zero school hours or when literacy activities take place.

Then after being memorized by the ustadz/ustadzah, then the verse and/or letter is recorded in the control book/achievement book that is owned by the student. Then in the following week the verse or letter is repeated again to make sure the students do not forget, followed by memorizing the verse or the next letter to be deposited.

### 4) *Tahfidz Al-Quran Extracurricular Controlling*

The extracurricular controlling of Tahfidz Al-Quran at SMP Negeri 2 Purwokerto is direct. Supervision is carried out by using the observation method at the time of the implementation carried out by the ustadz/ustadzah as the supervisor and by the coordinator of the Tahfidz Al-Quran program. In addition, the principal also supervises the program implementation process so that it can be used as an evaluation

so that in the future it can be better. If there is something that is not in accordance with the work program, the principal does not hesitate to reprimand in order to improve the program to be even better. If indeed there are problems in the implementation of the program, the principal will analyze the problem and hold a meeting with the supervisors, program coordinators and teachers to find a solution to the problem. In addition, the existence of a control book/ student achievement book can be used as a written supervision tool, so that all parties including parents can see the progress of memorizing their children. After the program is completed, once a year the school holds an Tahfidz Al-Quran open examination for students who are able to memorize the Al-Quran juz 29 and juz 30. After it is truly stated that the student has memorized it, the school will hold an Al-Quran Khotmil as a form of appreciation from the school to students who have been able to become Hafidz Al-Quran juz 29 and juz 30.

## B. *Discussion*

### 1) *Tahfidz Al-Quran Extracurricular Planning*

The extracurricular planning process of Tahfidz Al-Quran SMP Negeri 2 Purwokerto is carried out through several stages, there are the stages of observation, coordination meetings, program preparation and implementation. The observation phase is carried out to determine the condition of the students, the school environment and the condition of school facilities and infrastructure. In addition, a coordination meeting was held to select the program coordinator and to determine which institutions would cooperate in the extracurricular implementation of the Tahfidz Al-Quran. The program coordinator began to develop a work program which would then be carried out by the program and supervision of the Tahfidz Al-Quran extracurricular program. Planning carried out by SMP Negeri 2 Purwokerto is in accordance with the opinion which states that planning is defining goals, establishing strategies and developing plans [11]. Similar understanding describes that planning is a process of systematic activity in order to set the stages in order to achieve effective and efficient goals in an institution [12].

In the last stage, evaluation, the program coordinator made a control book/ student achievement book as a reference in evaluating the Tahfidz Al-Quran program. This is in accordance with which states that planning involves making decisions about organizing, implementing and also evaluating [13].

Based on the description above, the implementation of the Tahfidz Al-Quran extracurricular program planning in SMP Negeri 2 Purwokerto has been well implemented in accordance with the theory described, that in the planning process has involved several parties and has several stages starting from the formulation of objectives, implementation process up to program evaluation process.

### 2) *Tahfidz Al-Quran Extracurricular Organizing*

The notion of organizing namely structuring work relationships so that organizational members interact and work together to achieve organizational goals [14]. A leader must decide the best way to manage resources, especially human resources in his organization. The results of organizing are

organizational structures, formal systems of tasks and reporting relationships that coordinate and motivate members so that they work together to achieve organizational goals. Thus in a program or activity there is a need for organizing.

SMP Negeri 2 Purwokerto in the Tahfidz Al-Quran extracurricular program carried out organizing programs through teacher meetings, and from the results of the meeting produced a management structure regarding the extracurricular program. The management structure includes the Principal as the person in charge who is assisted by the deputy headmaster, the Islamic Education Teacher, Mr. Qoyum Abdullah, S.Pd.I as the program coordinator, then STAIN Purwokerto students as supervisors in the implementation of the program.

Organizing is the process of making structures, division of work tasks, and setting program rules and procedures [15]. Similar understanding explains that organizing is a series of activities that divide tasks into members that enable them to carry out their work in the most effective way according to the structure that has been made [16]. Besides that organizing is a joint activity or group and a process that involves the division of tasks and giving authority to members of the organization through constant responsibility and a coordinated system of activities within the organizational structure [17].

Based on the results of the discussion it can be concluded that organizing is an effort in achieving goals effectively by way of division of tasks arranged in a management structure. In this case, SMP Negeri 2 Purwokerto has been organizing properly in the Tahfidz Al-Quran extracurricular program and produced a management structure as a reference in carrying out its work.

### 3) *Tahfidz Al-Quran Extracurricular Actuating*

The process of actuating a program consists of several stages, one of which is direction. Direction is a management function which is the realization of all activities that have been determined in the planning and organizing process [18]. The other explanation about the notion of direction is to direct all subordinates, to be willing to work together and work effectively to achieve goals in accordance with planning and organizing efforts [19]. A leader directs and regulates his subordinates in order to work effectively and efficiently in order to get the desired goals of a company. In this process the principal or program coordinator determines the needs of human resources, directs according to their duties, and also regulates procedures in the implementation process.

The extracurricular actuating of Tahfidz Al-Quran at SMP Negeri 2 Purwokerto was carried out in accordance with the plans prepared by the program coordinator and supervisors. Tahfidz Al-Quran Extracurricular is held every Monday and every class has 1-2 tutors (ustadz or ustadzah). Each class is divided into 4 groups according to the students' ability to read the Al-Quran. The method used in the implementation of the program is the memorization method and the repetition method. Based on the results of these studies, it can be seen that in the actuating of the program have clear planning and directed procedures so that in the actuating can minimize all obstacles that exist.

### 4) *Tahfidz Al-Quran Extracurricular Controlling*

Controlling is a fundamental process that is very necessary in an organization and determines the good or bad of a plan, therefore it must be done as well as possible [20]. Controlling can be interpreted as a process of measuring and evaluating the level of management of personnel work and the purpose of supervision is to prevent errors and improve organizational performance.

Extracurricular controlling at SMP Negeri 2 Purwokerto in the Tahfidz Al-Quran program is carried out by direct observation and supervision methods. Supervision is carried out by the supervisor along with the program coordinator. The principal as the person in charge of the program is also not reluctant to carry out supervision to ensure the implementation of the program runs smoothly in accordance with the planned procedures. If a problem is found, the headmaster holds a meeting with the teachers, the program coordinator and also the supervisor to solve the problem. In addition to direct supervision through the observation method, there is written supervision, namely through the control book/ student achievement book.

The final activity of the Tahfidz Al-Quran extracurricular activities is carried out by evaluating the Tahfidz Al-Quran open examination. Evaluation is an activity to find out about information and the results of work that has been done [21]. Based on the results of the program evaluation, SMP Negeri 2 Purwokerto has evaluated according to the theory described. Evaluation of the Tahfidz Al-Quran program is conducted to determine the quality and end result of a program.

## IV. CONCLUSION

Based on the results of research and discussion on the extracurricular management of Tahfidz Al-Quran which was conducted in SMP Negeri 2 Purwokerto which has been described previously, conclusions can be taken as follows:

Planning the tahfidz Al-Quran program is carried out by conducting observations then proceeding to hold teacher meetings. The purpose of the meeting is to determine the program objectives, mentors/ supervisors, facilities and infrastructure needs. Furthermore, the meeting was held with the aim of selecting program coordinators and the selection of institutions to be selected as supervisors in the activity. Then the program coordinator creates a work program and also makes a control book/ student achievement book about the Tahfidz Al-Quran activities.

Organizing the program is done by making a management structure, determining the program coordinator, determining implementation procedures, selecting instructors, setting schedules and making program control books. The management structure explains that the Principal as the person in charge of the program is assisted by the vice principal and by the program coordinator, while in the implementation of the coordinator is assisted by a mentor or an ustadz/ ustadzah.

The actuating of the Al-Quran's tahfidz is carried out with memorization and repetition methods that are conducted every Monday after the learning time is completed by grouping into 4 categories based on the students' ability to read the Al-Quran,

namely Iqro Class, Al-Quran Reading Class, Tahfidz Class and Qiroah Class. The implementation of Tahfidz was led by the ustadz/ ustadzah as an instructor and supervisor to assist work assignments from the program coordinator.

Controlling of the Tahfidz Al-Quran program was carried out in collaboration with the STAIN Purwokerto Faculty of Ushuludin along with the program coordinator using direct supervision. The principal also carries out direct supervision to ensure the implementation process goes according to what was planned. Program evaluation is carried out with Tahfidz Al-Qur'an and Khotmil Al-Quran open examinations for students every once a year.

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