

2022 - 2023 Vanguard Award Requirements

Lodges must complete the necessary activities in each of the six (6) categories between 06/24/2022 and 08/15/2023. The application is due to the Grand Lodge of Texas by September 15, 2023. Activities that satisfy multiple requirements may be counted for credit no more than two (2) times.

NOTE: A completed Annual Return with full payment, Minimum Audit Form No. 71, and a copy of the appropriate IRS Form 990 filing must be filed in accordance with federal and Grand Lodge requirements. By the following signatures, the senior officers of said Lodge and the District Deputy Grand Master of the Lodge's respective district certify this to be true:

Worshipful Master

Printed Name _____

Signature _____

Senior Warden

Printed Name _____

Signature _____

Junior Warden

Printed Name _____

Signature _____

Treasurer

Printed Name _____

Signature _____

Secretary

Printed Name _____

Signature _____

DDGM

Printed Name _____

Signature _____

Masonic District No. _____

2022 - 2023 Vanguard Lodge Certification Report

Date: ____/____/____
Mo. Day Year

To: Most Worshipful Grand Master Smith

From: _____,
District Deputy Grand Master - Masonic District No.: _____

Subject: Vanguard Lodge Approval

I along with the members of the District Service Team have reviewed the attached Vanguard Application Form for _____ Lodge No. _____ and I hereby certify that this Lodge has met the minimum "Vanguard Award" requirements set forth within the required timeframe.

I request that you designate this Lodge as a "**Vanguard Lodge**" of the Most Worshipful Grand Lodge of Texas.
"or"

I request that you designate this Lodge as a "**Vanguard Lodge**" and it be invited to compete for the recognition of being one of the "Top Five Lodges" of the Most Worshipful Grand Lodge of Texas based on its aggregated score for the Grand Master's Emphasis.

The Application form and attachments are enclosed for your review.

Fraternally,

District Deputy Grand Master, District No. _____

(Signature)

District Instructor, District No. _____

(Signature)

Instructions to Lodge: *A completed application (.pdf) shall be submitted electronically to your DDGM by 08/30/2023. The application shall minimally consist of an executive summary narrative (brevity is key) of the completed Vanguard tasks. Each narrative shall appropriately cross reference the respective Vanguard tasks that your Lodge completed. Copies of meeting notes can be included if deemed necessary (and should be if required by the activity).*

Instructions to DDGM: *Email a copy of the completed application to Jason Coffelt of the Grand Secretary's Office by 09/15/2023 at jason@grandsecretaryoftx.org.*

I Lodge Administration

A. Required Activities:

1. The Worshipful Master, Senior Warden, and Junior Warden must have successfully completed both of the Officer Leadership Training (OLT) classes 101 and 201 within the last five (5) years or have completed all of the Lodge Instruction for Effectiveness (L.I.F.E.) programs for JW (Introduction), SW (Operation), and WM (Administration). *Note: If only one OLT class has been completed, all L.I.F.E programs must be completed. Past Masters, although exempt per Article 276a, are not exempt with respect to the Vanguard Award.*
2. Form a Budget Committee consisting of the Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary and create an Annual Lodge Operating Budget which contains, at minimum, the following items:
 - a) Income – Dues, Degree Fees, Fundraisers, Donations, Rent, etc.
 - b) Expenses – Grand Lodge Annual Returns, Utilities, Building Maintenance, Donations, Rent, Insurance, etc.

Note: The operating budget shall be presented to the Lodge within two-months of the Installation of Officers and documented in the Stated Meeting Notes.

3. Develop a Leadership Succession Plan for your Lodge. It shall include the Stations of the Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Senior Deacon, and Junior Deacon. Consider mentoring opportunities and strategies which engage Past Masters of the Lodge. Include the establishment of a Vision and Mission for your Lodge that can inspire members for multiple years. The plan should include the following:
 - a. Worshipful Master and Senior Warden mentor the Senior Deacon
 - b. Senior Warden and Junior Warden mentor the Junior Deacon
4. Develop a Strategic Plan for your Lodge. The plan should include a one-year, two-year, and three-year outlook. Include the following metrics:
 - c. Leadership & Administration
 - d. Education & Communications
 - e. Masonic Works and Community Involvement
 - f. Growth (quantity and quality), Financial, Facilities, Fraternity and Fellowship

Note: Assign no less than seven (7) actions for each metric, assign a responsible leader for each action, and assign a due date for each action to be completed. Incorporate a mechanism by which the Lodge can obtain status updates (no less than a quarter frequency).

The Committee on Masonic Education and Service recommends the Vanguard Application (and those actions that minimally satisfy the requirements for Vanguard) be included.

B. Choose at Least Four (4) Activities:

1. For each EA and FC who did not advance in the last two (2) years, investigate and determine why they failed to advance. Submit with the Vanguard Application a simplified report documenting the following: name of the EA or FC, why he failed to advance, and platform of communication to him (phone, letter, email, physical meeting). Document also the failed attempts (note: no more than two attempts should be made).
2. Bring a Brother Back: Plan a social event for your inactive local members (e.g., those who have not attended a Lodge function during the prior Masonic year and currently living within the jurisdiction of the Lodge). This could be a dinner at the Lodge or local restaurant, firearms event, sports game, etc. Submit with the Vanguard application a report describing the event, how the Lodge marketed the event, how the Lodge contacted the members and the attendance of the event. Describe the follow-up actions the Lodge plans to execute to reinforce the relationships that were re-connected.

If your Lodge hosted a speaker for the Bring a Brother Back program, document the meeting and the speaker and include in your application (this would satisfy the Vanguard credit).

3. Attempt to contact at least 20% of your inactive local members (those who have not attended a Lodge function during the prior Masonic year and currently living within the jurisdiction of the Lodge). Submit with the Vanguard application a simplified report documenting the following: member's name, platform of communication to him (phone, letter, email, physical meeting). Document also the failed attempts. *Note: no more than two attempts should be made.*
4. Have the Secretary (or other qualified member) attend a Secretary's School of Instruction. Provide appropriate documentation including Secretary's name and date and location of training.
5. Have the Treasurer (or other qualified member) attend a Treasurer's School of Instruction. Provide appropriate documentation including Treasurer's name and date and location of training.
6. Establish (or provide documentation of an active program) for one of the following "long-term" funding program opportunities for the Lodge. Note: these programs shall be separate from the general operations fund for the Lodge and shall be used exclusively for the purpose it was established. Document this plan and respective activities with a copy of the Stated Meeting Notes providing proof that it was discussed and approved by the Lodge members and signed by the Worshipful Master and attested by the Secretary. *Note: the goal for either option below is to initiate a long-term investment strategy which yields interest for the Lodge's benefit.*
 - a) Building Maintenance Fund
 - i. If the Lodge owns its building: investment income is to be used for building improvements, enhancements to the Lodge, regalia, furniture, or similar.
 - ii. If the Lodge rents the building (in part or whole): investment income is to be used for rent, the insurance premium, regalia, furniture, or similar.
 - b) Charity
 - iii. To be used for an approved Grand Lodge of Texas Charity Program such as scholarships.
 - c) Masonic Education
 - iv. Approved options: To start a masonic library or purchase books for the Lodge's

masonic library, offset the expenses for speakers, graded degree(s), paying the expenses for officers to attend the Officers Leadership Program or other. Note: other alternatives can be approved.

7. Have the three of the principal officers (WM, SW, JW, Tr, or Sec) attend the Grand Annual Communication. Alternatively, have at least five members of the Lodge attend the Grand Annual Communication.

END OF LODGE ADMINISTRATION REQUIREMENTS

II Community Involvement

1. Support public schools by participating in at least four (4) of the following:
 - a. "Take Time to Read" program.
 - b. Presenting "Mirabeau B. Lamar Awards" to deserving students and/or teachers at a public meeting or at the High School.
 - c. Participate in the "Fantastic Teeth" program.
 - d. Providing at least one \$500.00 college or trade school scholarship to a deserving High School Senior and present the award at an open meeting or at the High School of the recipient. Requirement: apply to the Texas Masonic Charities Foundation for matching funds to maximize the award(s).
 - e. Provide a public school or private school teacher honorarium award for distinguished service and present the award at an open meeting or at the school of the recipient.
 - f. Collecting/raising at least \$500.00 for needed school supplies as determined by a member of the local school faculty and administration.
 - g. Participate in the GLOT "Honesty and Integrity" program.
2. Support the young people of your area by doing one of the following:
 - a. Provide at least \$250.00 in financial support to a GLOT recognized masonic youth group (e.g., DeMolay or Rainbow Girls).
 - b. Provide at least one active advisor for a GLOT recognized Masonic youth group.
 - c. Host an Open Meeting to recognize an Eagle Scout.

A. Choose at Least Five (5) Activities not Previously Selected:

1. Present a Community Builder Award at an Open Meeting.
2. Allow the Lodge facility to be used for a public function or activity provided for under Article 224.
3. Host a Masonic information booth at a public event. Alternatively, join with your City, County, or other public entity in a community event. Highlight the Lodge and the good deeds the Lodge has done and continues to do for the community.
4. Participate in "Adopt-A-Highway" or similar public service activity.
5. Gather and distribute food, clothing, or other items for those in need.
6. Host the opening of a Representation of the Masonic Grand Lodge of Texas for the purpose of conducting a cornerstone ceremony or placing a grave marker for a Past Grand Master of the Masonic Grand Lodge of Texas.
7. Host an Open House for your Lodge.
8. Your Lodge to host an event for local veterans.
9. Participate in at least one additional Grand Lodge Programs such as the "Gift of Life".

END OF COMMUNITY INVOLVEMENT REQUIREMENTS

III Member Service

A. Required Activities:

1. Present all appropriate Grand Lodge Service Awards (i.e. 50, 60, etc. years' service) and all appropriate Lodge Service Awards (i.e., 25 and 40 year service) for the current Masonic year. Document if no members satisfied the requirements.
2. Assign a committee for the purpose of identifying a recipient of the "Golden Trowel Award" to a deserving member of the Lodge. Present the award in a ceremony appropriate for the occasion. Note: The Committee may determine there is not a current qualified candidate. If so, document as appropriate and Vanguard credit will still count.
3. Create or maintain a functioning website or social media page based upon criteria set by the GLOT Internet Committee.

B. Choose at Least Four (4) Activities:

1. Host an Open Meeting focusing on the families and/or friends of your members such as a Bring a Friend program, Widow's program, Father/Son program, Father/Daughter program, Honor Your Wife/Sweetheart Program, Masonic Veterans Program, or a similar activity. Document as appropriate.
2. Formally acknowledge Masonic anniversary dates of Lodge members either during Stated Meetings, on a members-only Lodge web-site or social media page, or in the Lodge newsletter.
3. Host a Past Master's Event (tiled or an open meeting). It is encouraged that the Senior Warden provide a summary of his plans during his year in the East the following year.
4. The Lodge to plan for and execute an officer's retreat outing to discuss the plans for the Lodge during the year. Discussion topics could include goals, budget, fundraising, vision, etc.
5. The Lodge to attend and participate in masonic funerals. Minimum required members to attend = five (5). Alternatively, a member of the Lodge be considered qualified to be the funeral master and conduct at least one masonic burial.
6. Publish a monthly newsletter (minimally six (6) times per year).
7. Purchase a First Aid Kit and place in your Lodge at a convenient location. If you have a First Aid Kit, ensure that it is stocked and "outdated" supplies is discarded and replaced.

END OF MEMBER SERVICE REQUIREMENTS

IV Masonic Education

A. Required Activities:

1. The Worshipful Master, Senior Warden, and Junior Warden must be certified in ritualistic opening and closing (each one from all three positions) of all four Lodges per form 101 or 101a.
2. Present a topic from the Lodge Education Officer Program in at least four (4) Stated or Called meetings. Provide documentation of the programs offered by the Lodge Education Officer or his designee.

B. Choose at Least Three (3) Activities:

1. Have at least one qualified officer (not including the WM, SW, or JW) attend and successfully complete one of the OLT classes (101 or 201) during this Masonic year.
2. Have your officers support your Masters, Wardens, and Secretaries, Association (MWSA) by accumulating at least nine (9) attendance credits at no less than three MWSA meetings. The MWSA should be responsible for Masonic Education and Masonic Communication for the District. *Note: one voting member attending one meeting equals one attendance credit).*
3. Have at least three members of your Lodge participate in your region's Masonic Service Bureau, or have at least one of your members visit a region which has a Masonic Service Bureau and attend a meeting.
4. Present at least two (2) Masonic education programs provided by the MWSA, District Instructor, or other guest speaker. Speakers from appendant bodies does count, e.g., York Rite, Scottish Rite, etc.
5. Have at least one degree graded by the Committee on Work.

END OF MASONIC EDUCATION REQUIREMENTS

V **Fraternalism**

A. Choose at Least Five (5) Activities:

1. Have the top three officers attend the Spring Briscoe Workshop. Alternatively, have at least five (5) members attend the Briscoe Workshop.
2. Have the top three officers attend the Fall Briscoe Workshop. Alternatively, have at least five (5) members attend the Spring Workshop.
3. Promote fellowship by having a group of at least five (5) members attend the Stated Meeting of another Lodge in your District.
4. Host a Forum, or Forum and Certificate Exam by the Committee on Work.
5. Host (or schedule to host) a joint function between the Lodge and any Appendant Masonic body. Alternatively, be the hosting Lodge for the Texas Lodge of Research or Tranquility Lodge.
6. Host a quarterly social function for Lodge members, their families, and friends at a location other than the Lodge (Restaurant, Park, Waterpark, Sporting Event, etc.).
7. Host a quarterly social function for Lodge members, at a location other than the Lodge (Restaurant, Sporting Event, etc.).
8. Establish and/or continue to maintain a formal Mentorship Program in your Lodge such as the “Pass it On” or “Membership Mentoring” and document the participants and lessons learned.
9. Conduct at least one EA, FC, or MM education program. Invite all appropriate masonic classifications to attend a respective meeting where appropriate topics are discussed.
10. Have at least three (3) of your members receive a Ritualist Certificate (either A, B, or C) from the Committee on Work.

END OF FRATERNALISM REQUIREMENTS

VI Grand Master's Emphasis

The following items reinforce the Grand Master's masonic emphasis. No more than five (5) items can be used to replace a required activity expressed in Section I through V, above. Note: if a Grand Master's Emphasis is used to replace a Required Activity in Sections I through V, above, the point rating for the Grand Master's Emphasis can also be used in consideration to further compete and potentially be recognized as a "Top Five Lodge" at the 2024 Grand Communication.

1. Grand Master Conferences:
 - a. Five Elected Lodge Officers (WM, SW, JW, Tr, and Sec) shall attend a conference
 - Three points per officer
 - b. Appointed Officers shall attend a conference
 - Two points per officer
 - c. Any combination of EAs, FCs, or MMs shall attend a conference
 - One point per EA, FC, or MM

Note: Multiple conferences can be attended with each conference attendance carrying the same weighted point coverage.

At least five (5) points must be obtained with this emphasis to replace an activity in Sections I through V, above.

2. Alamo, Goliad, Gonzalez, Masonic Oak, or San Jacinto:
 - a. Five Elected Lodge Officers (WM, SW, JW, Tr, and Sec) shall attend a conference
 - Three points per officer
 - b. Appointed Officers shall attend a conference
 - Two points per officer
 - c. Any combination of EAs, FCs, or MMs shall attend a conference
 - One point per EA, FC, or MM

Note: Multiple historical observances can be attended with each historical observance attendance carrying the same weighted point coverage.

At least five (5) points must be obtained with this emphasis to replace an activity in Sections I through V, above.

3. Attend an Official Meeting of the Most Worshipful Grand Master:
 - a. Five Elected Lodge Officers (WM, SW, JW, Tr, and Sec) shall attend a conference
 - Three points per officer
 - b. Appointed Officers shall attend a conference
 - Two points per officer
 - c. Any combination of EAs, FCs, or MMs shall attend a conference
 - One point per EA, FC, or MM

Note: multiple official visits can be attended with each official visit attendance carrying the same weighted point coverage.

At least five (5) points must be obtained with this emphasis to replace an activity in Sections I through V, above.

4. Lodge (or Lodge Member) to develop and publish an article in the Texas Masonic Magazine, Texas History Committee, Short Talks, or other circular. *Note: the article does not have to be published during 2023, but must be approved (by documentation) to be published in a future edition.*
 - a. Total = 15 points

5. Lodge to utilize the 2023 Investigational Standards & Procedures for Constituent Lodges & Members of the Most Worshipful Grand Lodge of Texas
 - a. 2 points for each investigation conducted per the guidelines
 - b. 5 points for each Lodge that holds a Called Meeting for the purpose of teaching its members the procedures to conduct a proper investigation per the guidelines
 - c. 1 point for each member of your Lodge who attends a MWSA meeting which includes teaching its District members the procedures to conduct a proper investigation per the guidelines

Note: items 5b and 5c can be combined for maximum point obtainment.

Your Lodge must satisfy 5b for this emphasis to replace an activity in Sections I through V, above.

6. Code of Honor: Your Lodge is to author a paper which clearly explains the Lodge's opinion and position in regard to the Masonic Code of Honor.
 - a. Total = 10 points

The paper must be well written with minimal grammatical errors and minimally contain the following:

- b. Name of the paper
 - c. Date
 - d. Names of the paper's contributors (they must be EAs, FCs, or MMs of your Lodge)
 - e. Example(s) of honorable duties the Lodge or its members have performed during the timeframe associated with this Vanguard application
 - f. Approval by the Lodge that the paper (or portions of the paper) can be used by the Most Worshipful Grand Lodge of Texas to promote Masonic Honor
-
7. Re-engage members of your Lodge who were suspended for non-payment of dues. Your Lodge shall coordinate with the Lodge Secretary and obtain a listing of member who were suspended for non-payment of dues. The Lodge shall develop a strategy and action plan to re-engage these masons and become members in good standing and active contributors to your Lodge. Document your strategy and action plan and the results.
 - a. Two points for developing a strategy and action plan
 - b. Three points for every member brought back to good standing

Note: Your Lodge must satisfy 7a for this emphasis to replace an activity in Sections I through V, above.

8. Your Lodge shall contribute to its Masonic district's establishment or re-establishment of an active MWSA per the laws of the Most Worshipful Grand Lodge of Texas. This includes the development and approval of bylaws including, but not limited to: Stated Meetings and Elected and Appointed Officers.
 - a. Total = 10 points

Total Number of Points for Grand Master's Emphasis = _____